



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 15 2025

DIVISION MEMORANDUM

No. 398, s. 2025

**3RD QUARTER DIVISION CONSOLIDATION OF CY 2025 FINANCIAL
ACCOUNTABILITY REPORTS**

To: Assistant Schools Division Superintendent
Administrative Officers V - Budget
Accountant III
Senior Bookkeepers – Fiscally Autonomous School
Accountant I – Bataan School of Fisheries
SDO Finance Team
All Others Concerned

1. This Office announces that the **3rd Quarter Division Consolidation of CY 2025 Financial Accountability Reports** will be held on **October 1 to 2, 2025**, from **8:00 a.m. to 5:00 p.m.**, at the **Conference Room (3rd Floor), SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.**
2. This activity aims to:
 - a. Adapt the highly technical way of presentation and consolidation of Financial Reports and supporting schedules that will help the agency in monitoring performance;
 - b. Ensure that financial integrity is obtained through proper presentation of the reports;
 - c. Develop a good and harmonious working relationship among finance personnel.
3. A registration fee of **Eight Hundred Pesos (P800.00)** shall be collected from each participant to cover the meal expenses for the 2-day activity.
4. Attached are the List of Participants and Schedule of Activities. Attendance is required.
5. Further, incomplete and non-submission of the following required reports in accordance with the timeline of this activity will result in the non-issuance of a Certificate of Appearance:



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Day 1 – Review, Finalization, and Formal Submission and Initial Review of Individual Financial Reports by the Implementing Units.
Day 2 – Consolidation, Validation, and Preparation of Finalized Financial Reports for Official Submission.

6. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
 Schools Division Superintendent 

References: Presidential Decree No. 1445
National Budget Circular No. 592, s. 2024

To be indicated in the Perpetual Index
Under the following subject:

ALLOTMENT
DATA
FUNDS
REPORTS

/AS1/AS2
September 11, 2025



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**3rd QUARTER DIVISION CONSOLIDATION OF CY 2025 FINANCIAL
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List of Participants

NO.	NAME	DESIGNATION	STATION
1.	Rhodora C. Ganzon	Administrative Officer V, Budget	SDO Bataan
2.	Myra V. Dilig	Accountant III	SDO Bataan
3.	Krizza Marie S. Lopez	Administrative Assistant III	SDO Bataan
4.	Louise Anne Q. Samonte	Administrative Assistant III	SDO Bataan
5.	Paul John D. Dimla	Administrative Assistant III	SDO Bataan
6.	Marvie D. Santos	Administrative Assistant III	SDO Bataan
7.	Ahlene Kaye M. Matilde	Administrative Assistant III	SDO Bataan
8.	Angelina H. Amistoso	Administrative Assistant III	Balsik NHS
9.	Rosario B. De Leon	Accountant I	BSF
10.	Rosalie T. Toledo	Administrative Assistant III	B. Camacho NHS
11.	Gemma M. Sagun	Administrative Assistant III	E.C. Bernabe NHS
12.	Regina Aleisandra R. Bustillos	Administrative Assistant III	Hermosa NHS
13.	Edjean F. Madrigal	Administrative Assistant III	JC Payumo Jr. MHS
14.	Robin James P. Atienza	Administrative Assistant III	JEAG
15.	Annabel A. Galicia	Administrative Assistant III	Lamiao NHS
16.	Angie Rose Cayanan	Administrative Assistant III	Limay NHS
17.	Anjella B. Arceo	Administrative Assistant III	Luakan NHS
18.	Rossana S. Soriano	Administrative Assistant III	Magsaysay NHS
19.	Princess Love L. Meriño	Administrative Assistant III	MNHS - Cabcaben
20.	Myrna B. Tihim	Administrative Assistant III	MNHS - Poblacion
21.	Kriza L. Loyola	Administrative Officer II (Concurrent)	Morong NHS
22.	Sathia April N. Millares	Administrative Assistant III	Morong NHS
23.	Rhea Katrina P. Dumalag	Administrative Assistant III	Orani NHS
24.	Leo S. Muñoz	Administrative Assistant III	P. Roman NHS
25.	Rose Ann G. Callo	Administrative Assistant III	Pagalanggang NHS
26.	Mary Rose I. Salonga	Administrative Assistant III	Samal NHS



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Schedule of Activities
October 1, 2025

TIME	ACTIVITY	IN-CHARGE
7:50 a.m. to 8:15 a.m.	Arrival and Registration	Technical Working Group
8:16 a.m. to 9:00 a.m.	Opening Program - National Anthem - Prayer - Welcome Remarks	Technical Working Group MYRA V. DILIG Accountant III
9:01 a.m. to 10:30 a.m.	Updates and Reminders on the Existing and New Guidelines Updates on the Trust Liability Accounts	RHODORA C. GANZON AO V – Budget Officer III MYRA V. DILIG Accountant III
10:31 a.m. to 11:00 a.m.	HEALTH BREAK	
11:01 a.m. to 12:00 p.m.	Workshop on individual Financial Reports & FARS and all supporting schedules, BMS & URS.	All Participants
12:01 p.m. to 1:00 p.m.	LUNCH BREAK	
1:01 p.m. to 3:00 p.m.	Workshop on Individual Financial Reports & FARS and all supporting schedules, BMS & URS.	All Participants
3:01 p.m. to 3:30 p.m.	HEALTH BREAK	
3:31 p.m. to 4:30 p.m.	Workshop on Individual Financial Reports & FARS and all supporting schedules, BMS & URS.	All Participants
4:31 p.m. to 5:00 p.m.	Submission of Individual Financial Reports & FARS and all supporting schedules, BMS & URS.	All Participants
	<i>End of Day 1</i>	



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*Schedule of Activities
October 2, 2025*

TIME	ACTIVITY	IN-CHARGE
7:50 a.m. to 8:15 a.m.	Arrival and Registration	Technical Working Group
8:16 a.m. to 9:00 a.m.	Recapitulation of Day 1	Technical Working Group RHODORA C. GANZON AO V – Budget Officer III / OIC- Accountant
9:01 a.m. to 10:30 a.m.	Checking and Revising individual financial reports and supporting schedules, as well as BMS	PAUL JOHN D. DIMLA Administrative Assistant III KRIZZA MARIE S. LOPEZ Administrative Assistant III
10:31 a.m. to 11:00 a.m.	HEALTH BREAK	
11:01 a.m. to 12:00 p.m.	Finalizing individual financial reports and supporting schedules, as well as BMS	PAUL JOHN D. DIMLA Administrative Assistant III KRIZZA MARIE S. LOPEZ Administrative Assistant III
12:01 p.m. to 1:00 p.m.	LUNCH BREAK	
1:01 p.m. to 3:00 p.m.	Consolidation of Reports	All Participants
3:01 p.m. to 3:30 p.m.	HEALTH BREAK	
3:31 p.m. to 4:30 p.m.	Consolidation of Reports	All Participants
4:31 p.m. to 5:00 p.m.	Finalization of Consolidated Reports	All Participants
	<i>End of Day 2</i>	

MYRA V. DILIG
Accountant III