



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

JAN 05 2025

DIVISION MEMORANDUM

No. 001, s. 2026

**YEAR-END 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 **Year-end Division Consolidation of CY 2025 Financial Accountability Reports** will be held on **January 6 to 8, 2026**, from **8:00 a.m. to 5:00 p.m.**, at **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 **One Thousand Two Hundred Pesos (P1,200.00)** shall be collected from each participant to cover the meal expenses for the three-day activity, **chargeable against the Maintenance and Other Operating Expenses (MOOE).**
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, Alignment, and Finalization of Financial Report Schedules and Financial Accountability Reports (FARs).

Day 2 – Formal Submission and Initial Review of Individual Financial Reports by the Implementing Units.

Day 3 – Consolidation, Validation, and Preparation of Finalized Financial Reports for Official Submission.

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


JERRY DIMLA CRUZ, DEM, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Office of Bataan

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
December 29, 2025



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**YEAR-END DIVISION CONSOLIDATION OF CY 2025 FINANCIAL
ACCOUNTABILITY REPORTS**

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.	Paul John D. Dimla	Procurement Officer	SDO Bataan
4.	Renato Mylon N. De Guia	Project Development Officer I	SDO Bataan
5.	Krizza Marie S. Lopez	Administrative Assistant III	SDO Bataan
6.	Louise Anne Q. Samonte	Administrative Assistant III	SDO Bataan
7.	Ahlene Kaye M. Matilde	Administrative Assistant III	SDO Bataan
8.	Mariel C. Cabutaje	Administrative Assistant III	SDO Bataan
9.	Marvie D. Santos	Administrative Assistant III	SDO Bataan
10.	Angelina H. Amistoso	Administrative Assistant III	Balsik NHS
11.	Rosario B. De Leon	Accountant I	BSF
12.	Rosalie T. Toledo	Administrative Assistant III	B. Camacho NHS
13.	Gemma M. Sagun	Administrative Assistant III	E.C. Bernabe NHS
14.	Regina Aleisandra R. Bustillos	Administrative Assistant III	Hermosa NHS
15.	Edjean F. Madrigal	Administrative Assistant III	JC Payumo Jr. MHS
16.	Robin James P. Atienza	Administrative Assistant III	JEAG
17.	Annabel A. Galicia	Administrative Assistant III	Lamiao NHS
18.	Angie Rose Cayanan	Administrative Assistant III	Limay NHS
19.	Anjella B. Arceo	Administrative Assistant III	Luakan NHS
20.	Rossana S. Soriano	Administrative Assistant III	Magsaysay NHS
21.	Princess Love L. Meriño	Administrative Officer I	MNHS - Cabcaben
22.	Maria Fe M. Rodriguez	Administrative Assistant III	MNHS - Cabcaben
23.	Myrna B. Tihim	Administrative Assistant III	MNHS - Poblacion
24.	Kriza L. Loyola	Administrative Officer II	Mabayo ES
25.	Sathia April N. Millares	Administrative Assistant III	Morong NHS
26.	Rhea Katrina P. Dumalag	Administrative Assistant III	Orani NHS
27.	Leo S. Muñoz	Administrative Assistant III	P. Roman NHS
28.	Rose Ann G. Callo	Administrative Assistant III	SDO Bataan
29.	Glaiza J. Dabu	Administrative Assistant III	Pagalanggang NHS
30.	Mary Rose I. Salonga	Administrative Assistant III	Samal NHS



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**YEAR-END DIVISION CONSOLIDATION OF CY 2025 FINANCIAL
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Schedule of Activities

January 6, 2026

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 RHODORA C. GANZON AO V – Budget Officer 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 RENATO MYLON N. DE GUIA Project Development Officer I MARIEL C. CABUTAJE Administrative Assistant III
10:31 a.m. to 11:00 a.m.	HEALTH BREAK	
11:01 a.m. to 12:00 p.m.	Workshop and Finalization of 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 and Finalization of 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 5:00 p.m.	Workshop and Finalization of individual Financial Reports & FARS and all supporting schedules, BMS & URS.	All Participants
	<i>End of Day 1</i>	



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**YEAR-END DIVISION CONSOLIDATION OF CY 2025 FINANCIAL
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Schedule of Activities
January 7, 2026

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
9:01 a.m. to 10:30 a.m.	Submission of individual Financial Reports & FARS and all supporting schedules, BMS & URS.	All Participants
10:31 a.m. to 11:00 a.m.	HEALTH BREAK	
11:01 a.m. to 12:00 p.m.	Checking and revising individual financial reports and supporting schedules, as well as BMS	PAUL JOHN D. DIMLA Procurement Officer (Former Division Bookkeeper) 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.	Checking and revising individual financial reports and supporting schedules, as well as BMS	PAUL JOHN D. DIMLA Procurement Officer (Former Division Bookkeeper) KRIZZA MARIE S. LOPEZ Administrative Assistant III
3:01 p.m. to 3:30 p.m.	HEALTH BREAK	
3:31 p.m. to 5:00 p.m.	Checking and revising individual financial reports and supporting schedules, as well as BMS	PAUL JOHN D. DIMLA Procurement Officer (Former Division Bookkeeper) KRIZZA MARIE S. LOPEZ Administrative Assistant III
	<i>End of Day 2</i>	



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Schedule of Activities

January 8, 2026

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 2	Technical Working Group RHODORA C. GANZON AO V – Budget Officer III
9:01 a.m. to 10:30 a.m.	Consolidation of Reports	All Participants
10:31 a.m. to 11:00 a.m.	HEALTH BREAK	
11:01 a.m. to 12:00 p.m.	Consolidation of Reports	All Participants
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 5:00 p.m.	Finalization of Consolidated Reports	All Participants
	<i>End of Day 3</i>	