



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

APR 08 2026

DIVISION MEMORANDUM

No. 160, s. 2026

**MEETING ON THE ACCOUNTING PROCESSES IMPLEMENTED BY
SDO BATAAN**

To: Assistant Schools Division Superintendent
Director III - BHS
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Budget Officers
Accountants
Cashiers
School Heads
Finance Personnel
All Others Concerned

1. In connection with the ongoing Calendar Year (CY) 2026 audit of the Schools Division Office (SDO) of Bataan, and upon the request of the Commission on Audit (COA) as the oversight agency, this Office announces the conduct of the **Meeting on the Accounting Processes Implemented by SDO Bataan** on **April 13, 2026**, at **10:00 a.m.** at the Bulwagan ng mga Bayani at Banal (BBB), SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.
2. Attached herewith is the list of participants.
3. This Memorandum shall serve as the Travel Authority for the participants.
4. Attendance is required for all participants. No proxies are allowed.
5. Immediate and wide dissemination of this Memorandum is desired.

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

/AS1/AS2
April 6, 2026



Kabukiran, Calaylayan, Abucay 2114 Bataan

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"We Mould Heroes"



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**MEETING ON THE ACCOUNTING PROCESSES IMPLEMENTED BY
SDO BATAAN**

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	Rosalie Joy G. Trinidad	Cashier II	SDO Bataan
4	Maria Fe P. Martonito	Administrative Assistant III	SDO Bataan
5	Krizza Marie L. Carlos	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	Marvie D. Santos	Administrative Assistant III	SDO Bataan
9	Mariel C. Cabutaje	Administrative Assistant III	SDO Bataan
10	Hannah Grace D. Barata	Administrative Assistant III	SDO Bataan
11	Maritess A. Sanchez	Administrative Assistant III	SDO Bataan
12	Mary Joy L. Quintero	Administrative Assistant III	SDO Bataan
13	Rose Ann Callo	Administrative Assistant III	SDO Bataan
14	Moonyna G. Alipio	Administrative Assistant III	SDO Bataan
15	Mylene R. Alcantara	Administrative Assistant III	SDO Bataan
16	Kimberly S. Icawat	Administrative Assistant III	SDO Bataan
17	Kristine D. Pagdanganan	Administrative Assistant III	SDO Bataan
18	Sheryl Ann Jaime	Administrative Assistant III	SDO Bataan
19	Erwin C. Cabana	Administrative Assistant II	SDO Bataan
20	Christer Daves Salvador	Administrative Assistant I	SDO Bataan
21	Sarah Joy M. Sioson	Administrative Aide IV	SDO Bataan
22	Jerald Sunga	Administrative Aide IV	SDO Bataan
23	Mhara Esteves	Administrative Aide IV	SDO Bataan
24	Anna Marie Manguin	Administrative Aide IV	SDO Bataan



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NO.	NAME	SCHOOL
IMPLEMENTING UNIT – ACCOUNTANT/SENIOR BOOKKEEPER		
25	Angelina H. Amistoso	Balsik NHS
26	Mark Jen0 R. Gaor	Bataan High School for the Arts
27	Rosario B. De Leon	Bataan School of Fisheries
28	Rosalie T. Toledo	B. Camacho NHS
29	Gemma M. Sagun	E.C. Bernabe NHS
30	Regina Aleisandra R. Bustillos	Hermosa NHS
31	Edjean F. Madrigal	Jose C. Payumo Jr. MHS
32	Robin James P. Atienza	Justice E. A. Gancayco MHS
33	Annabel A. Galicia	Lamao NHS
34	Angie Rose Cayanan	Limay NHS
35	Anjella A. Mendoza	Luakan NHS
36	Rossana S. Soriano	Magsaysay NHS
37	Maria Fe M. Rodriguez	MNHS - Cabcaban
38	Myrna B. Tihim	MNHS - Poblacion
39	Sathia April N. Millares	Morong NHS
40	Rhea Katrina D. Paule	Orani NHS
41	Leo S. Mu0oz	Pablo Roman NHS
42	Glaiza J. Dabu	Pagalanggang NHS
43	Mary Rose I. Salonga	Samal NHS
IMPLEMENTING UNIT – CASHIER/BUDGET OFFICER/DISBURSING OFFICER		
44	Edwin B. Manalad	Balsik NHS
45	Karen M. Macalinao	Bataan High School for the Arts
46	Melody B. Marquez	Bataan School of Fisheries
47	Jonnalyn V. Ortega	B. Camacho NHS
48	Nhorleen G. Dimarucot	E.C. Bernabe NHS
49	Jerome L. Aguilar	Hermosa NHS
50	Maria Mimosa R. Mesina	Jose C. Payumo Jr. MHS
51	Maria Linda L. Baylosis	Justice E. A. Gancayco MHS
52	Roberto C. Delos Reyes	Lamao NHS
53	John Rex B. Dizon	Limay NHS
54	Arvie John L. Santos	Luakan NHS
55	Melanie I. Simsuangco	Magsaysay NHS



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NO.	NAME	SCHOOL
56	Maria Cecilia D. Timpog	MNHS - Cabcaben
57	Reynaldo S. Rubia	MNHS - Poblacion
58	Maricel A. Aloquina	Morong NHS
59	Ronnie D. Dela Cruz	Orani NHS
60	Mike Justine N. Manalad	Pablo Roman NHS
61	Ruby G. Magcalas	Pagalanggang NHS
62	Benilda B. De Guzman	Samal NHS