



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

JUN 24 2026

**DIVISION MEMORANDUM**

No. 295, s. 2026

**2<sup>ND</sup> QUARTER DIVISION CONSOLIDATION OF CY 2026 FINANCIAL  
ACCOUNTABILITY REPORTS**

To: Assistant Schools Division Superintendent  
Administrative Officer 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 **2nd Quarter Division Consolidation of CY 2026 Financial Accountability Reports** will be conducted **on July 3, 6, and 7, 2026, from 8:00 a.m. to 5:00 p.m.**, with a **combination of online and face-to-face modalities**, as follows:
  - **Day 1 (July 3, 2026)** – *Online Platform*
  - **Day 2 (July 6, 2026)** – *Face-to-Face*, Conference Room (3rd Floor), SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan
  - **Day 3 (July 7, 2026)** – *Face-to-Face*, Conference Room (3rd Floor), SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan

This arrangement is in accordance with **Division Memorandum No. 129, s. 2026**, titled *Implementation of Energy Conservation Protocols and Flexible Work Arrangements* dated March 10, 2026. In compliance with DepEd Memorandum No. 018, s. 2026, issued pursuant to Memorandum Circular No. 114 of the Office of the President, all offices and schools under the Schools Division of Bataan are directed to implement energy conservation protocols and flexible work arrangements (FWA).

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;



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- 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 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:  
  
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.

  
**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  
June 15, 2026



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"We Mould Heroes"





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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.	Krizza Marie S. Lopez	Administrative Assistant III	SDO Bataan
4.	Louise Anne Q. Samonte	Administrative Assistant III	SDO Bataan
5.	Ahlene Kaye M. Matilde	Administrative Assistant III	SDO Bataan
6.	Mariel C. Cabutaje	Administrative Assistant III	SDO Bataan
7.	Marvie D. Santos	Administrative Assistant III	SDO Bataan
8.	Hannah Grace D. Barata	Administrative Assistant III	SDO Bataan
9.	Angelina H. Amistoso	Administrative Assistant III	Balsik NHS
10.	Rosario B. De Leon	Accountant I	BSF
11.	Karen M. Macalinao	Administrative Officer V, Budget	BHSA
12.	Mark Jenro R. Gaor	Accountant III	BHSA
13.	Rosalie T. Toledo	Administrative Assistant III	B. Camacho NHS
14.	Gemma M. Sagun	Administrative Assistant III	E.C. Bernabe NHS
15.	Regina Aleisandra R. Bustillos	Administrative Assistant III	Hermosa NHS
16.	Edjean F. Madrigal	Administrative Assistant III	JC Payumo Jr. MHS/Magsaysay NHS
17.	Robin James P. Atienza	Administrative Assistant III	JEAG
18.	Annabel A. Galicia	Administrative Assistant III	Lamao NHS
19.	Angie Rose Cayanan	Administrative Assistant III	Limay NHS
20.	Anjella B. Arceo	Administrative Assistant III	Luakan NHS
21.	Maria Fe M. Rodriguez	Administrative Assistant III	MNHS - Cabcaben
22.	Myrna B. Tihim	Administrative Assistant III	MNHS - Poblacion
23.	Sathia April N. Millares	Administrative Assistant III	Morong NHS
24.	Rhea Katrina P. Dumalag	Administrative Assistant III	Orani NHS
25.	Leo S. Muñoz	Administrative Assistant III	P. Roman NHS
26.	Glaiza J. Dabu	Administrative Assistant III	Pagalanggang NHS
27.	Mary Rose I. Salonga	Administrative Assistant III	Samal NHS



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*Schedule of Activities*  
*July 3, 2026*

TIME	ACTIVITY	IN-CHARGE
7:50 a.m. to 8:15 a.m.	Checking of Attendance	Technical Working Group
8:16 a.m. to 9:00 a.m.	Opening Program - National Anthem - Prayer - Welcome Remarks	Technical Working Group  <b>RHODORA C. GANZON</b> 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	<b>RHODORA C. GANZON</b> AO V – Budget Officer III  <b>MYRA V. DILIG</b> Accountant  <b>MARIEL C. CABUTAJE</b> 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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*Schedule of Activities*  
*July 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.	Recapitulation of Day 1	Technical Working Group <b>RHODORA C. GANZON</b> 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	<b>AHLENE KAYE M. MATILDE</b> Administrative Assistant III <b>KRIZZA MARIE S. LOPEZ</b> 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	<b>AHLENE KAYE M. MATILDE</b> Administrative Assistant III <b>KRIZZA MARIE S. LOPEZ</b> 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	<b>AHLENE KAYE M. MATILDE</b> Administrative Assistant III <b>KRIZZA MARIE S. LOPEZ</b> Administrative Assistant III
	<i>End of Day 2</i>	



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*Schedule of Activities*

*July 7, 2026*

<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
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 <b>RHODORA C. GANZON</b> 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>	