



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

SEP 14 2026

DIVISION MEMORANDUM

No. 441, s. 2026

**3RD 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 **3rd Quarter Division Consolidation of CY 2026 Financial Accountability Reports** will be conducted on **October 2 and 5, 2026, 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 two-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), including the 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 10, 2026



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**3RD QUARTER DIVISION CONSOLIDATION OF CY 2026 FINANCIAL
 ACCOUNTABILITY REPORTS**
Schedule of Activities
October 2, 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 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.	Submission 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.	Checking and revising individual financial reports and supporting schedules, as well as BMS	AHLENE KAYE M. MATILDE Administrative Assistant III KRIZZA MARIE S. LOPEZ Administrative Assistant III
	<i>End of Day 1</i>	



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Schedule of Activities
October 5, 2026

TIME	ACTIVITY	IN-CHARGE
9:00 a.m. to 9:15 a.m.	Arrival and Registration	Technical Working Group
9:16 a.m. to 10:00 a.m.	Recapitulation of Day 1	Technical Working Group RHODORA C. GANZON AO V – Budget Officer III
10:01 a.m. to 11:30 a.m.	HEALTH BREAK	
11:31 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 2</i>	



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**3RD QUARTER DIVISION CONSOLIDATION OF CY 2026 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.	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 Jenor 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	Magsaysay NHS /JC Payumo Jr. MHS
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 - Cabcaban
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