




MEMORANDUM

TO : Officer In-Charge Assistant Schools Division Superintendent,
Officer In-Charge Chief Curriculum Implementation Division,
Officer In-Charge Chief School Governance and
Operations Division, Education Program Supervisors,
District Supervisors, Division Unit Heads
Elementary and Secondary School Principals, Head Teachers,
Teachers In-Charge, Officers In-Charge
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **DEPLOYMENT OF ADMINISTRATIVE ASSISTANTS II & III**

DATE : October 22, 2018

Please be advice that the following Administrative Assistants III will be deployed to their respective school districts assignments **effective October 29, 2018:**

School Name	District	
Bagong Nayon I ES	District I B	ANN KRISTINE B. GARCIA
Bagong Nayon II ES	District I B	
Bagong Nayon IV ES	District I B	
Mambugan I ES	District I D	
Mayamot ES (Central School)	District I D	
Mambugan II ES	District I D	
Sta. Cruz ES	District I A	CHARITO L. DIMAGUILA
San Isidro ES (Central School)	District I C	
Antipolo City SPED Center	District I C	
Dela Paz ES	District I C	
Muntindilaw ES	District I C	



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



Juan Sumulong ES (Central School)	District II A	MARRA JEANE B. COPIA
Jesus S. Cabarrus ES	District II C	
Pantay ES	District II C	
San Antonio Village ES	District II C	
Teofila Z. Rovero Memorial ES	District II C	
Isaias S. Tapales ES	District II C	
Knights of Columbus ES	District II B	MARIA CECIL B. BUENAVENTURA JONAH P. FRANCISCO
Lores ES (Central School)	District II B	
Dalig ES	District II B	
Kaila ES	District II B	
Nazarene Ville ES	District II B	
Cupang ES (Central School)	District II D	VICTORIA B. TUAZON
Peñafrancia ES	District II D	
Cupang ES Annex	District II D	
Peñafrancia ES Annex	District II D	
Peace Village ES	District II E	RAQUEL M. DEPOSITARIO REGINA D. MAGNO
San Luis ES	District II E	
Tanza ES	District II E	
Inuman ES (Central School)	District II E	
Binayoyo ES	District II E	
Cabading ES	District II E	
Old Boso-boso ES	District II E	
Sapinit ES	District II E	
Rizza ES	District II F	RANDY F. PAGADUAN AQUIEL L. MORALES
Apia ES	District II F	
Calawis ES	District II F	
Canumay ES	District II F	
Kaysakat ES (Central School)	District II F	
Libis ES	District II F	
Paglitaw ES	District II F	
San Joseph ES	District II F	
San Ysiro ES	District II F	
Sumilang ES	District II F	
Upper Kilingan ES	District II F	



As Finance Staff for the district, they are in charge of the following:

- Ascertains that schools SBFP/MOOE transactions have been properly recorded in books
- Examine and verify liquidation reports made by the schools
- Prepares adjusting entries and journal vouchers
- Prepares cash disbursement journal, general ledger, subsidiary ledger, RAODMOOE, and other financial statements;
- Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports
- Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain the accuracy and to update the records.
- Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.
- Provides inputs for improvement of accounting section
- Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

Administrative Assistants III shall be stationed in Central Schools as determined through this Memorandum. It is requested that the aforementioned schools are to provide an office for the Finance Staff.

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@fbv-vsa.2018