




MEMORANDUM

TO : RAQUEL F. ESGUERRA/Accountant-III
RAGAAM V. DELA CRUZ/Administrative Officer-V (Budget)
GAVINO S. FRANCISCO/Administrative Officer-IV (Cash)
ALL SENIOR BOOKKEEPERS (IUs)
ALL ADMINISTRATIVE ASSISTANT-III (NON-IUs)
ALL DISBURSING OFFICERS (IUs)
OTHER DIVISION PERSONNEL

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

SUBJECT : DIVISION PRE-CLOSING SEMINAR-WORKSHOP ON THE
PREPARATION AND CONSOLIDATION OF FY 2018 YEAR-END
FINANCIAL REPORTS CUM ISSUES, CONCERN, AND UPDATES ON
THE FINANCIAL SYSTEM

DATE : December 13, 2018

The Finance Unit will conduct the Division Pre-Closing Seminar-Workshop on the Preparation and Consolidation of FY 2018 Year-End Financial Reports with the selected financial staff from the division office, all Implementing (IUs) and Non-Implementing Units (Non-IUs) on **December 20-21, 2018**, to be held at Loreland Farm Resort, Antipolo City.

The objective of this activity is to prepare, consolidate and validate financial reports to ensure accuracy and timely submission to DepEd-Regional Office, DBM and other oversight agencies and address issues, concern, and updates on the Financial Systems. Participants to this activity are the following: Accountant, Budget Officer, Cashier, Senior Bookkeepers (IUs), Administrative Assistant-III (Non-IUs), Disbursing Officers (IUs) and other selected finance staff that will assist on the preparation and consolidation of financial reports.

Bring your necessary data, laptop, extension wire and office supplies for this activity.

A registration fee of Two Thousand Pesos (P2,000.00) per day shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.



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



PARTICIPANTS

NAME	POSITION	SCHOOL/ OFFICE
RAQUEL F. ESGUERRA	ACCOUNTANT III	DIVISION OFFICE
RAGAAM V. DELA CRUZ	BUDGET OFFICER III	DIVISION OFFICE
GAVINO S. FRANCISCO	CASHIER III	DIVISION OFFICE
ANALYN B. JAPAY	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
MARK ANDREI DL. FACTURAN	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
SARRAH L. AGUMBAY	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
PRINCESS F. SANTIAGO	ADMINISTRATIVE ASSISTANT I	DIVISION OFFICE
EUNICE MAE L. BABAGAY	CLERK	DIVISION OFFICE
IMPLEMENTING UNITS		
DANIEL M. YURABA	SENIOR BOOKKEEPER	ANTIPOLO NHS
GILDA G. FRANCISCO	DISBURSING OFFICER II	ANTIPOLO NHS
KAREEN L. LAURORA	SENIOR BOOKKEEPER	BAGONG NAYON II NHS
JEORGE C. QUINAÑOLA	DISBURSING OFFICER II	BAGONG NAYON II NHS
JOSEPHINE B. COPIA	SENIOR BOOKKEEPER	CUPANG NHS
AIDA T. TAYAMORA	SENIOR BOOKKEEPER	MAMBUGAN NHS
OGIE F. ROMERO	DISBURSING OFFICER II	MAMBUGAN NHS
FRANCIS ROI M. SANTOS	DISBURSING OFFICER II	MARCELINO M SANTOS MNHS
GLADISH G. SAMSON	SENIOR BOOKKEEPER	MAXIMO L GATLABAYAN MNHS
RENEE L. RAMOS	DISBURSING OFFICER II	MAXIMO L GATLABAYAN MNHS
ALBERT DG. CHIANGCO JR.	SENIOR BOOKKEEPER	MAYAMOT NHS
FRANCISCO L. FRANCISCO	DISBURSING OFFICER II	MAYAMOT NHS
LIEZEL L. MARIÑAS	SENIOR BOOKKEEPER	SAN ISIDRO NHS
GIRLIE A. TONGOHAN	DISBURSING OFFICER II	SAN ISIDRO NHS
VERGEL R. SAN JUAN	SENIOR BOOKKEEPER	SAN JOSE NHS
KRISTINE F. SANTIAGO	DISBURSING OFFICER II	SAN JOSE NHS
LEAH B. RAÑADA	SENIOR BOOKKEEPER	SAN ROQUE NHS
MAY S. SAMPINTO	DISBURSING OFFICER II	SAN ROQUE NHS
KRISTEL MAY C. MENDOZA	SENIOR BOOKKEEPER	DALIG NHS
NON-IMPLEMENTING UNITS		
CHARITO L. DIMAGUILA	ADMINISTRATIVE ASSISTANT III	DISTRICT I-A/ I-C
ANN KRISTINE B. GARCIA	ADMINISTRATIVE ASSISTANT III	DISTRICT I-B/ I-D
MARRA JEANNE B. COPIA	ADMINISTRATIVE ASSISTANT III	DISTRICT II-A/ II-C
MARIA CECIL B. BUENAVENTURA	ADMINISTRATIVE ASSISTANT III	DISTRICT II-B
VICTORIA B. TUAZON	ADMINISTRATIVE ASSISTANT III	DISTRICT II-D
RANDY F. PAGADUAN	ADMINISTRATIVE ASSISTANT III	DISTRICT II-F
REGINA D. MAGNO	ADMINISTRATIVE ASSISTANT II	DISTRICT II-E