



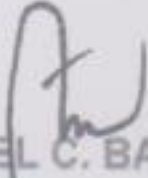
Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



MEMORANDUM

NO. 11 s. 2019

TO : RAQUEL F. ESGUERRA/ Accountant-III
RAGAAM V. DELA CRUZ/ Administrative Officer-V (Budget)
GAVINO S. FRANCISCO/ Administrative Officer-IV (Cash)
SARRAH L. AGUMBAY/ Administrative Assistant III
KRISTEL MAY C. MENDOZA/ Administrative Assistant III
MARK ANDREI DL. FACTURAN/ Administrative Assistant III
PRINCESS F. SANTIAGO/ Administrative Assistant I (Budget)
EUNICE MAE L. BABAGAY/ Clerk (Finance)
ALL SENIOR BOOKKEEPERS (IUs)

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

SUBJECT : DIVISION SEMINAR-WORKSHOP ON THE PREPARATION AND
CONSOLIDATION OF FY 2018 YEAR-END FINANCIAL REPORTS

DATE : January 7, 2019

The Finance Unit will conduct the Division 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 **January 10-11, 2019** 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. Participants to this activity are the following: Accountant, Budget Officer, Cashier, Senior Bookkeepers (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.



PARTICIPANTS

	NAME	POSITION	SCHOOL/ OFFICE
1	RAQUEL F. ESGUERRA	ACCOUNTANT III	DIVISION OFFICE
2	RAGAAM V. DELA CRUZ	BUDGET OFFICER III	DIVISION OFFICE
3	GAVINO S. FRANCISCO	CASHIER III	DIVISION OFFICE
4	SARRAH L. AGUMBAY	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
5	ANALYN B. JAPAY	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
6	MARK ANDREI DL. FACTURAN	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
7	KRISTEL MAY C. MENDOZA	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
8	PRINCESS F. SANTIAGO	ADMINISTRATIVE ASSISTANT I	DIVISION OFFICE
9	EUNICE MAE L. BABAGAY	CLERK	DIVISION OFFICE
IMPLEMENTING UNITS			
10	DANIEL M. YURABA	SENIOR BOOKKEEPER	ANTIPOLO NHS
11	KAREEN L. LAURORA	SENIOR BOOKKEEPER	BAGONG NAYON II NHS
12	JOSEPHINE B. COPIA	SENIOR BOOKKEEPER	CUPANG NHS
13	AIDA T. TAYAMORA	SENIOR BOOKKEEPER	MAMBUGAN NHS
14	GLADISH G. SAMSON	SENIOR BOOKKEEPER	MAXIMO L GATLABAYAN MNHS
15	ALBERT DG. CHIANGCO JR.	SENIOR BOOKKEEPER	MAYAMOT NHS
16	LIEZEL L. MARIÑAS	SENIOR BOOKKEEPER	SAN ISIDRO NHS
17	VERGEL R. SAN JUAN	SENIOR BOOKKEEPER	SAN JOSE NHS
18	LEAH B. RAÑADA	SENIOR BOOKKEEPER	SAN ROQUE NHS