



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

4 JAN 2023

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **04**, s. 2023

**3-DAY LIVE-IN WORKSHOP ON THE PREPARATION OF CY 2022 YEAR-END FINANCIAL AND
BUDGETARY REPORTS**

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chief, SGOD
Chief, CID
Accountant III
Budget Officer III
Administrative Officer II
Administrative Assistant III

1. A **3-DAY LIVE-IN WORKSHOP ON THE PREPARATION OF CY 2022 YEAR-END FINANCIAL AND BUDGETARY REPORTS** shall be conducted on January 5 to 7, 2023 starting at 8:00AM and ends in 8:00PM. Venue shall be announced on a later date.
2. This aimed to submit an accurate and timely consolidated Financial and Budgetary to DepEd Regional Office VII and other oversight agency.
3. Participants are requested to bring the following:
 - a. Laptop.
 - b. Extension wires.
4. Travelling and incidental expenses related to this activity shall be charged against Division Continuing/School MOOE funds with a registration fee of **P4,800.00 per participants** subject to the usual accounting and auditing rules and regulations.
5. The participants to the workshop are listed on the attached sheet.
6. This serves as your **TRAVEL ORDER/AUTHORITY TO TRAVEL**.
7. Relative to the conduct of the workshop on Saturday (January 7, 2023), please be informed that you will be given Compensatory Time Off (CTO) which can be applied when you file for Compensatory Overtime Credit (COC)



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph



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8. Please be guided accordingly.

By the Authority of the Schools Divisions Superintendent:

MARCELO K. PALISPIS, Ed. D., JD
OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

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SPP/JMA-MKP/FINANCE/ldc
Jan. 3, 2022

List of Participants for the **3-DAY LIVE-IN WORKSHOP ON THE PREPARATION OF CY 2022 YEAR-END FINANCIAL AND BUDGETARY REPORTS** on January 5 to 7, 2022

| No. | Name | School/Position |
|-----|----------------------------|--------------------------|
| 1 | MA. JENNIFER P. PIDOS | ACCOUNTANT III - SDO |
| 2 | LYDIA D. CACAS | BUDGET OFFICER III - SDO |
| 3 | ERIC J. RETES | AO II - DLNHS |
| 4 | LIZBETH R. VALENCIA | AO II - SDO |
| 5 | LOREFE S. VENTURA | AO II - SDO |
| 6 | KEVIN B. SAMSON | AO II - SDO |
| 7 | KAREN I. CUAJAO | AO II - SDO |
| 8 | MARIA SUZETTE N. CATUBAY | ADAS III - SDO |
| 9 | REZALYN M. REVIDAD | ADAS III - SDO |
| 10 | NICKO P. TUBALLA | ADAS III - SDO |
| 11 | GENALE JUNE S. RAMIREZ | AMLAN NHS |
| 12 | JINKY C. LUBA | AMLAN NHS |
| 13 | DAFODEL M. CALUMPANG | AYUNGON NHS |
| 14 | JONAH JOHN SILVA | AYUNGON NHS |
| 15 | DIANNE EVE C. OMNOS | CASIANO NAFIGKIT NHS |
| 16 | J CHRISSA D. RUBIO | CASIANO NAFIGKIT NHS |
| 17 | MELANIE R. ALAM | DAUIN NHS |
| 18 | SHEILA T. ALDENESE | DAUIN NHS |
| 19 | MERLE F. ARDENIA | DEMETRIO L. ALVIOLA NHS |
| 20 | PRECY MARIE A. ZAMORA | DEMETRIO L. ALVIOLA NHS |
| 21 | JONALYN C. MANDAP | DON EMILIO MACIAS NHS |
| 22 | MATET B. GADINGAN | DON EMILIO MACIAS NHS |
| 23 | MARIA CHONA S. ESTRELLANES | JIMALALUD NHS |
| 24 | DIONESIA CARTAGENA | JOSE B. CARDENAS MNHS |
| 25 | ELIZABETH Y. BANUA | JOSE MARIE LOCSIN NHS |
| 26 | RICO S. ADA | JOSE MARIE LOCSIN NHS |
| 27 | CLAIRE THERESE C. PESALBON | LA LIBERTAD NHS |



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| | | |
|----|--------------------------|--------------------|
| 28 | RODEL E. AVISO | LA LIBERTAD NHS |
| 29 | HILDA S. FUTALAN | MA. MACAHIG NHS |
| 30 | MARIE ROSALIE L. BERGADO | MA. MACAHIG NHS |
| 31 | QUENNIE B. BUCIO | MABINAY NHS |
| 32 | BENJIE LOFRANCO | MABINAY NHS |
| 33 | MERLINE B. DAHIL-DAHIL | MANJUYOD NHS |
| 34 | ROWINA CACAS | MANJUYOD NHS |
| 35 | JOANAH VIC B. SANDOVAL | NEGROS ORIENTAL HS |
| 36 | ANGELO ALMAIDA | NEGROS ORIENTAL HS |
| 37 | LILIA A. BANTOTO | SANTIAGO DELMO NHS |
| 38 | SHERRY MAE P. ELMIDO | SANTIAGO DELMO NHS |
| 39 | MARIA JINA R. TROPA | SIATON NHS |
| 40 | MARX LEE T. BADON | SIATON NHS |
| 41 | MAELEN B. QUIBOL | SIBULAN NHS |
| 42 | MAY ANN P. SALDIVAR | SIBULAN NHS |
| 43 | JOY ANN T. EGE | TAMBO NHS |
| 44 | EDUARD A. AMAMAG | TAMBO NHS |
| 45 | LYZIEL JOY J. BACO | TAYASAN NHS |
| 46 | REGINE F. SALCEDO | VALENCIA NHS |
| 47 | RECHEL P. JALUAG | VALENCIA NHS |

