



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of NEGROS ORIENTAL

Office of the Schools Division
Superintendent

25 OCT 2023

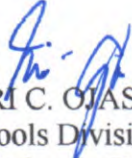
DIVISION MEMORANDUM

No. 780, s.2003

CONSULTATIVE MEETING TO DISCUSS CIGPs, BEST PRACTICES AND TURN OVER OF RECORDS FROM OLD BOOKKEEPERS TO THE NEW BOOKKEEPERS AND BENCHMARKING ACTIVITIES

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEF, CID AND SGOD
DIVISION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS, ELEMENTARY AND SECONDARY
ALL CLUSTERED BOOKKEEPERS
FACILITATORS
ALL OTHERS CONCERNED

1. This is to direct all Clustered Bookkeepers and all others concerned (see list of participants) to attend the 2-day live-in workshop of all clustered bookkeepers on November 9-10, 2023 at 8:00 in the morning at the Mabinay Spring Resort Pavillion, Mabinay, Negros Oriental.
2. The activity aims to:
 - a. Ensure proper documentation and checking of liquidation reports as to the utilization of School Maintenance and Other Operating Expenses (MOOE).
 - b. Discussion on latest updates, observations, deliverables, Open forum on Concerns, Issues, Gaps and Problems (CIGPs) and presentation and adoption of best practices in the management, utilization and liquidation reporting of the school's MOOE.
3. Transportation and other expenses incurred relative to this workshop shall be charge to Division MOOE subject to usual accounting and auditing rules and regulations.
4. This memorandum will serve as authority to travel.
5. For your information and guidance.


NERI C. OJASTRO, EdD CESE
Schools Division Superintendent
Office of the Schools Division Superintendent

NCO /MKP /NLR /JMA /JPT

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos. (035) 225-2838/225-2838/225-2376/422-7644



 Deped Tayo SDO Negros Oriental

 depednegor.net



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 Capitol Area, Dumaguete City
CLUSTERED BOOKKEEPERS

	NAME	DISTRICT	Contact Number
1	Muhammad Nassif D. Arani	Ayungon 1	09606548226/090610227291
2	Lerna C. Langomes	Ayungon 1	09368939136/09685036428
3	Armila Elesterio	Ayungon 2	
4	Marlou A. Señoron	Ayungon 2	09531052085/09617563201
5	Celeste Real	Bindoy 1	
6	Herilyn A. Dy	Bindoy 2	9365098542
7	Russel V. Kho	Bindoy 2	9760069513
8	Francis Bailado	Jimalalud	
9	Rodel Aviso	Jimalalud	9351907050
10	Maresthel D. Abellar	Jimalalud	09267632173
11	Jean Mary Joy R. Abello	Jimalalud	9305433865
12	Maris Cris A. Kilat	La Libertad 1	9302398478
13	Angela C. Absin	La Libertad 2	
14	Metchel S. Palpita	La Libertad 2	
15	Rachelle Mae L. Academia	Manjuyod 1	9953275106
16	Meriam C. Garcia	Manjuyod 2	9650912083
17	Rhea P. Hernandez	Tayasan 1	9355741879
18	Cherry Mae T. Briones	Tayasan 1	9064425209
19	Marie Teresett S. Tabaranza	Tayasan 1	9267718998
20	Jayson L. Angel	Tayasan 2	9358182410
21	Yolanda S. Beloria	Tayasan 2	9365552539
22	Ritchell R. Mondarte	Tayasan 2	9651221614
23	Elgie Quiliope Sy	Mabinay 1	0915 392 9950
24	Arlyn C. Amahit	Mabinay 2	9397691417
25	Vigil C. Zerna	Mabinay 2	9935173227
26	Mary Ann B. Ortega	Mabinay 3	9358336905
27	Ma. Felisa M. Peras	Mabinay 4	09971096354
28	Freda S. Machica	Amlan	9167623962
29	Dafodel M. Calumpang	San Jose	09268326102
30	Charlotte Joan L. Bernadez	Sibulan 1	9069553416
31	John Ixexrover P. Marabillo	Sibulan 2	9565871411
32	Jorgielyn R. Ferrer	Bacong	9975912952
33	Rex Rodrigo T. Tindoc	Bacong	9268403602
34	Sophia T. Delvo	Dauin	9458060056
35	Marife Alaban	Dauin	
36	Rowena A. Alas-as	Dauin	9212521329
37	Germilina Alatan	Siaton 1	
38	Rubelyn Q. Repasa	Siaton 2	9354117319
39	Rhealyn P. Ramirez	Siaton 2	9062050064
40	Luralei G. Repollo	Siaton 3	9154455996
41	Tiffany P. Radones	Siaton 3	9958911864

	NAME	DISTRICT	Contact Number
42	Gil Randy M. Bangay	Siaton 4	9656082507
43	Jessica G. Vilan	Sta. Catalina 1	9502615416
44	Maria Lourdes A. Enolpe	Sta. Catalina 1	9753425443
45	Jade Bonette L. Mangalindan	Sta. Catalina 2	9510553144
46	Maria Rhodora Sagal	Sta. Catalina 3	
47	Gemaima Tabares	Sta. Catalina 3	
48	Vanessa T. Saycon	Sta. Catalina 4	9750426860
49	Miriam C. Aviso	Sta. Catalina 4	9659083275
50	Noreen Patron	Valencia	0992-247-0003
51	Avegail Santillan	Valencia	0917-160-1144
52	Liezl B. Bangalando	Zamboanguita	9158936872
53	Anne Wednesday Claire A. Faustorilla	Zamboanguita	9676942959
54	Jennifer R. Ventolero	Zamboanguita	9064515705
55	Maria Vigil D. Alanano	Zamboanguita	9068026389

DIVISION OFFICE

1 MA. JENNIFER P. PIODOS	Accountant III	
2 LYDIA D. CACAS	Budgte Officer V	
3 KEVIN B. SAMSON	AOII	1st cong
4 MARIA SUZETTE N. CATUBAY	ADAS III	2nd cong
5 KAREN I. CUAJAO	AOII	3rd cong
6 LIZBETH R. VALENCIA	AOII	
7 JOCELYN V. VERIÑA	AOII	

The Program Content and Expected Outputs:

Date & Time	Topic/Session Title	Expected Output
<p>Day 1: November 9, 2023</p>	<p style="text-align: center;">Morning</p> <ul style="list-style-type: none"> • Discussion and dissemination of latest updates and observations in the management and utilization of the school MOOE. • Discussion on the preparation of APP. • Workshop and Open Forum with Ma.Jennifer P. Plodos-Accountant III and Lydia D. Cacas-Budget IV. 	<p>Participants will be updated, informed and can address all concerns and observations in the utilization of the school MOOE.</p>
	<p style="text-align: center;">Afternoon</p> <ul style="list-style-type: none"> • Presentation of best practices of Ayungon 1 and Mabinay 1,2,3 & 4 districts by Maria Felisa Peras and Lerna Colongon. • Discussion and Open forum of CIGPs by Maria Suzette Catubay, Karen Cuajao, Kevin Samson, Lizbeth Valencia and Jocelyn Verifia 	<p>Participants are fully informed of their duties and functions as Clustered Bookkeepers.</p> <p>Participants will be informed of the remedies of the CIGPs and adopt the best practices presented.</p>
<p>Day 2: November 10, 2023</p>	<p style="text-align: center;">Whole day</p> <ul style="list-style-type: none"> • BENCHMARKING 	<p>Participants can observe, witness and adopt in their respective schools the best practices.</p>

TRAINING MATRIX

	DAY 1		DAY 2
	November 9 (Thursday)		November 10 (Friday)
TIME			
8:00-10:00 AM	Arrival/Registration	8:00-8:30 AM	Attendance Checking
10:01-12:00 AM	Preliminaries **National Anthem **Prayer **Welcome Remarks <i>Emma Visagas, P1, Abis ES</i> **Message <i>By: _____</i> **Introduction of Participants <i>By: _____</i>	8:31-5:00 PM	BENCHMARKING (Whole day)
9:31-9:45 AM	RATIONALE <i>Ms. Jennifer P. Piodos,</i> <i>Div. Accountant</i>		
9:46-10:30 AM	Latest Updates, Deliverables and APP Preparation <i>Ms. Jennifer P. Piodos</i> <i>Lydia D. Cacas, Budget Officer IV</i>		
10:31-10:45 AM	Unfreezer		

10:46-11:30 AM	TURN-OVER OF MOOE RECORDS Discussion on the observations from MOOE monitoring <i>Ms. Jennifer P. Piodos</i> <i>Mr. Kevin B. Samson</i> <i>Ms. Maria Suzette N. Catubay</i> <i>Ms. Karen I. Cuajao</i> <i>Ms. Lizbeth Valencia</i>		
12:00-1:00 PM	LUNCH BREAK		
1:00-1:05 PM	Unfreezer		
1:06-4:00 PM	Concerns, Issues, Gaps and Problems Open Forum <i>Ms. Jennifer P. Piodos, Lydia D. Cacas, Ms. Jocelyn V. Veriña, Ms. Lizbeth Valencia, Ms. Maria Suzette N. Catubay, Ms. Karen I. Cuajao, Mr. Kevin B. Samson</i>		
4:00-5:00 PM	PRESENTATION OF BEST PRACTICES <i>Maria Felisa Peras & Lerna Colongon</i>		
5:01-5:10 PM	Distribution of Certificates <i>(Facilitators)</i>		