



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

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2023- 170

TO : **ALL CLUSTERED BOOKKEEPERS**
(see attached list)

FROM : *Manahan*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
3/14/23

SUBJECT : **3-DAY LIVE-OUT WORKSHOP ON THE RE-ORIENTATION OF
DUTIES & FUNCTIONS OF CLUSTERED BOOKKEEPERS,
PREPARATION OF BANK RECONCILIATION, CASH DISBURSEMENT
REGISTER & LIQUIDATION REPORT FOR CY 2023.**

DATE : March 14, 2023

1. You are hereby directed to attend the 3-day live-out workshop of all clustered bookkeepers on March 15-17, 2023 at 9:00 in the morning at the 3rd Floor Division Conference Room, Capitol Area, Daro, Dumaguete City.
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. Adopt new systematized process of fund spending thru check issuance and training of bookkeepers in the preparation of monthly bank reconciliation as required by COA-DBM-DepEd JC# 2019-01 dated February 04, 2019 entitled "Management of Cash Advances to DepEd Non-IUS for MOOE and program funds.
3. In view of this, the participants **MUST** bring with them five (5) Check Disbursement Registers of five schools for the month of January and February 2023, corresponding passbooks & Bank Statements. Bringing of laptops and extension wire are highly encourage.
4. Transportation and other expenses incurred relative to this workshop shall be charge to Division MOOE subject to usual accounting and auditing rules and regulations.
5. This memorandum will serve as a travel order.
6. For your information and guidance.

SPP /MKP /NLR /JMA /JPR



Address:Capitol Area, Kagawasan Ave., Daro, Dumaguete City
Telephone Nos.: (035)225-1640
Email Address:negros.oriental@deped.gov.ph

14 MAR 2023

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

CLUSTERED BOOKKEEPERS

| | NAME | DISTRICT | POSITION | SIGNATURE |
|---------------------|---------------------------|-----------------|-------------------------|-----------|
| 1 | LERNA C. LANGOMES | Ayungon 1 | ADAS-III | |
| 2 | Armila Elesterio | Ayungon 2 | ADAS-III | |
| 3 | Celeste Real | Bindoy 1 | AOII | |
| 4 | Herilyn Dy | Bindoy 2 | ADAS-III | |
| 5 | Francis Bailado | Jimalalud | AOII | |
| 6 | Maresthel D. Abellar | Jimalalud | ADAS-III | |
| 7 | Marilou Ybarsabal | La Libertad 1 | ADAS-III | |
| 8 | Angela Absin | La Libertad 2 | ADAS-III | |
| 9 | Krystel Marie Tuballa | Manjuyod 1 | ADAS-III | |
| 10 | Meriam Garcia | Manjuyod 2 | ADAS-III | |
| 11 | Rhea Ponce | Tayasan 1 | ADAS-III | |
| 12 | Jason Angel | Tayasan 2 | ADAS-II | |
| 13 | Yolanda Beloria | Tayasan 2 | ADAS-III | |
| 14 | Elgie Quiliope | Mabinay 1 | ADAS-III | |
| 15 | Arlyn Amahit | Mabinay 2 | ADAS-III | |
| 16 | Mary Ann Ortega | Mabinay 3 | ADAS-III | |
| 17 | Ma. Felisa Peras | Mabinay 4 | ADAS-III | |
| 18 | Freda Machica | Amlan | AOII | |
| 19 | Marie Teresette Tabaranza | San Jose | AOII | |
| 20 | Maileen Catubo | Sibulan 1 | ADAS-III | |
| 21 | John IdexRover Marabillo | Sibulan 2 | ADAS-III | |
| 22 | Jorgielyn Ferrer | Bacong | ADAS-III | |
| 23 | Sophia Delvo | Dauin | ADAS-III | |
| 24 | Marife Alaban | Dauin | AOII | |
| 25 | Germelina Alatan | Siaton 1 | AOII | |
| 26 | Rubelyn Repasa | Siaton 2 | AOII | |
| 27 | Luralie Repollo | Siaton 3 | AOII | |
| 28 | Tiffany P. Radones | Siaton 3 | ADAS-III | |
| 29 | Gil Randy Bangay | Siaton 4 | ADAS-III | |
| 30 | Jessica Vilan | Sta. Catalina 1 | AOII | |
| 31 | Jade Bonette Mangalindan | Sta. Catalina 2 | ADAS-III | |
| 32 | Maria Rhodora Sagal | Sta. Catalina 3 | AOII | |
| 33 | MIRIAM AVISO | Sta. Catalina 4 | ADAS-III | |
| 34 | Noreen Patron | Valencia | ADAS-III | |
| 35 | Elsie C. Bad-an | Valencia | ADAS-III | |
| 36 | Liezl Bangalando | Zamboanguita | AOII | |
| 37 | Jennifer Ventolero | Zamboanguita | AOII | |
| FACILITATORS | | | | |
| 1 | MA. JENNIFER P. PIDOS | SDO - NEGOR | DIVISION ACCOUNTANT III | |
| 2 | MARIA SUZETTE N. CATUBAY | SDO - NEGOR | ADAS-III | |
| 3 | LIZBETH R. VALENCIA | SDO - NEGOR | AOII | |
| 4 | KAREN I. CUAJAO | SDO - NEGOR | AOII | |
| 5 | KEVIN B. SAMSON | SDO - NEGOR | AOII | |

The Program Content and Expected Outputs:

| Date & Time | Topic/Session Title | Expected Output |
|----------------------------------|--|---|
| Day 1: March 15, 2023 | <p style="text-align: center;">Morning</p> <ul style="list-style-type: none"> • Discussion on Travel Reimbursement & Attachments. • Workshop and Open Forum with Ma'am Jocelyn V. Veriña. | <p>Participants can prepare Travel Reimbursement with corresponding attachments.</p> |
| | <p style="text-align: center;">Afternoon</p> <ul style="list-style-type: none"> • Re-orientation of Duties and Functions as Clustered Bookkeepers with Ma'am Jennifer P. Piodos. | <p>Participants are fully informed of their duties and functions as Clustered Bookkeepers.</p> |
| Day 2: March 16, 2023 | <p style="text-align: center;">Morning</p> <ul style="list-style-type: none"> • Workshop on the preparation of CDR and Liquidation Reports. | <p>Participants can assist the School heads and check the preparation of CDR and Liquidation reports.</p> |
| | <p style="text-align: center;">Afternoon</p> <ul style="list-style-type: none"> • Workshop on the preparation of Bank Reconciliation with Ma'am Jennifer P. Piodos. | <p>Participants can prepare and submit bank reconciliation.</p> |
| Day 3: March 17, 2023 | Open Forum | <p>Participants issues and concerns are properly responded.</p> |
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