



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA-2023- 925

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

FROM : **NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

SUBJECT : **1-DAY LIVE-OUT WORKSHOP OF CLUSTERED SENIOR  
BOOKKEEPERS ON THE PRERATION OF YEAR-END  
LIQUIDATION REPORTS, BANK RECONCILIATION REPORTS  
AND FINALIZATION OF THE UNEXPENDED CASH ADVANCES TO  
BE TRANSFERRED TO BTr AFTER END OF CY 2023**

DATE : December 20, 2023

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1. You are hereby directed to attend the 1-day live-out workshop of all clustered senior bookkeepers on December 20, 2023 at 8:00 in the morning at Tiptop Tower Suite Inn, Calindagan, Dumaguete City.
  2. The activity aims to:
    - a. Ensure that the Senior bookkeepers are equip with all the information necessary pertaining to the preparation of the liquidation reports and monthly bank reconciliation reports and determine the unexpended cash advances to be returned to the Bureau of Treasury.
    - b. Update and assist all participants regarding liquidation reports and bank reconciliation reports and the upcoming sweeping of account balances this year end for any unexpended cash advances of the MOOE.
  3. Participants are requested to bring the following:
    - a. Laptop.
    - b. Extension wires.
    - c. Financial record with Bank Recon, LR and CDR files from January to November 2023



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- d. Statement of Account and Photocopy of updated passbook as of December 18, 2023.
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 authority to travel.
6. For your information and guidance.

NCO /MKP /NLR /JMA /JPR



Address: Kagawasan Ave., Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035) 225 2376 / 225 2838 / (+63) 915 363 3662



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

**CLUSTERED BOOKKEEPERS**

	NAME	DISTRICT	
1	Lerna C. Langomes	Ayungon 1	
2	Marlou A. Señoron	Ayungon 2	
3	Arlyn C. Amahit	Bindoy 1	
4	Herilyn A. Dy	Bindoy 2	
5	Rodel Aviso	Jimalalud	
6	Jean Mary Joy R. Abello	Jimalalud	
7	Maris Cris A. Kilat	La Libertad 1	
8	Metchel S. Palpita	La Libertad 2	
9	Rachelle Mae L. Academia	Manjuyod 1	
10	Meriam C. Garcia	Manjuyod 2	
11	Cherry Mae T. Briones	Tayasan 1	
12	Jason L. Angel	Tayasan 2	
13	Ritchell R. Mondarte	Tayasan 2	
14	Elgie Quiliope Sy	Mabinay 1	
15	Vigil C. Zerna	Mabinay 2	
16	Mary Ann B. Ortega	Mabinay 3	
17	Ma. Felisa M. Peras	Mabinay 4	
18	Freda S. Machica	Amlan	
19	Dafodel M. Calumpang	San Jose	
20	Charlotte Joan L. Bernadez	Sibulan 1	
21	John IdexRover P. Marabillo	Sibulan 2	
22	Jorgielyn R. Ferrer	Bacong	
23	Sophia T. Delvo	Dauin	
24	Germilina Alatan	Siaton 1	
25	Rubelyn Repasa	Siaton 2	
26	Tiffany P. Radones	Siaton 3	
27	Gil Randy M. Bangay	Siaton 4	
28	Maria Lourdes A. Enolpe	Sta. Catalina 1	
29	Jade Bonette L. Mangalindan	Sta. Catalina 2	
30	Gemaima P. Tabares	Sta. Catalina 3	
31	Miriam C. Aviso	Sta. Catalina 4	
32	Noreen B. Patron	Valencia	
33	Avegail C. Santillan	Valencia	
34	Anne Wednesday Claire A. Faustorilla	Zamboanguita	
35	Maria Vigil D. Alanano	Zamboanguita	

**DIVISION OFFICE**

**FACILITATORS**

1	Ma. Jennifer P. Piodos	Accountant III	
2	Kevin B. Samson	AOII	1st cong
3	Maria Suzette N. Catubay	ADAS III	2nd cong of Valencia
4	Karen I. Cuajao	AOII	3rd cong
5	Lizbeth R. Valencia	AOII	