



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

April 28, 2022

DIVISION MEMORANDUM

No. 137, s. 2022

**TWO-DAY FACE-TO-FACE CAPACITY BUILDING FOR ADMINISTRATIVE ASSISTANTS
HANDLING ACCOUNTING RELATED TRANSACTIONS**

To: SDO Unit Heads
SDO, Districts and Schools Administrative Assistants
All Others Concerned

1. To facilitate a more specific capacity building to upskill the capabilities of our Administrative Assistants handling accounting related transactions, this Division Office shall conduct a two-day face-to-face capacity building on May 5 - 6, 2022 at GALILEE WONDERLAND.
2. The participants are expected to be equipped with concrete knowledge in:
 - a. Service delivery and process flow in the Finance Section (Budget, Accounting, Cashier)
 - b. Familiarity with accounting documents
 - c. Basic utilization of MOOE
 - d. Frequently used DepEd Orders, COA, and DBM Circulars related to Finance
 - e. Transparency, accountability, and equity
 - f. Integrity and honesty
 - g. Utilization of official communication channels
 - h. Stress and time management
 - i. Impartiality and courtesy
 - j. Teamwork
3. The Training Matrix and List of Participants are attached as per attached Enclosure nos. 1 and 2 for reference.
4. The hotel accommodation and meals will be shouldered by the Inset Funds of the Division Office while the other related expenses such as transportation expenses and supplies will be funded by the respective school's MOOE.
5. The participants are expected to bring their own papers and pens for taking down notes.
6. Please observe the following dress code:
 - a. T-shirt/Polo shirt, jeans and rubber shoes or any comfortable shoes during the seminar proper
 - b. Hawaiian costume during the Socialization Night
7. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent 



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



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Enclosure No. 1 to Division Memo No: 137, s. 2022

**Training Matrix for the Two-Day Face-to-Face Capacity Building for Administrative Assistants
Handling Accounting Related Transactions**

Day 1: May 5, 2022	
8:00am – 8:30am	Registration/ SNACKS
8:30am – 9:30am	OPENING PROGRAM <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Bulacan Hymn • Introduction of Participants/ Checking of Attendance • Statement of Purpose and Welcome Remarks: Agnes M. Seifnezhad, CPA, MBA, CB Division Accountant
9:30am – 10:00am	Pre-Test
10:00am – 10:30am	Discussion of problem tree analysis on issues in handling Accounting transactions and action plans implemented
10:30am – 12:00nn	Discussion of soft skills and values necessary in the conduct of service delivery and process flow in the Finance Section
12:00nn – 1:00pm	LUNCH BREAK
1:00pm – 3:00pm	Discussion and Motivational Activities on: Transparency, accountability, and equity Integrity and honesty Utilization of official communication channels Stress and time management Impartiality and courtesy Teamwork
3:00pm – 3:15pm	HEALTHBREAK/ SNACKS
3:15pm – 6:00pm	Continuation of discussion and motivational activities
7:00pm	DINNER / Socialization Night
Day 2: May 6, 2022	
7:00am – 8:00am	BREAKFAST
8:00am – 8:30am	<ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Introduction of Participants/ Checking of Attendance
8:30am – 9:30am	Synthesis of the previous day's topic and application to streamline the processes in the accounting unit
9:30am – 9:45am	HEALTHBREAK / SNACKS
9:45am – 11:30am	Discussion of the following topics: Service delivery and process flow in the Finance Section (Budget, Accounting, Cashier) Familiarity with accounting documents Basic utilization of MOOE Frequently used DepEd Orders, COA, and DBM Circulars related to Finance
11:30am – 12:00nn	Open Forum
12:00nn – 1:00pm	LUNCH BREAK
1:00pm – 1:30pm	UNFREEZING ACTIVITIES
1:30pm – 3:00pm	Integration of the Values Formation and Technical Knowledge in the performance of Accounting related tasks
3:00pm – 4:30pm	Post Test
4:30pm – 5:00pm	Closing Remarks and Photo Opps



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Enclosure No. 2 to Division Memo No: 137, s. 2022

List of Participants in the Two-day Capacity Building for Administrative Assistants Handling Accounting Related Transactions:

Team # 1:

No.	Place of Designation	Name	Designation
1	Sapang Bulac HS	Joselito M. Mariano	ADAS III
2	Jaime J. Vistan HS	John Mccoy Cortez	ADAS III
3	Caniogan NHS	Jon-Jon Manalad	ADAS III
4	Banga HS	Bencj Jordane C. Balbin	ADAS III
5	Marilao North District	Angel Reyes Gino Cruz	ADAS III
6	Obando District	Mary Ann M. Ramos	ADAS III
7	San Miguel Central District	Ayeh Sta. Maria Lising	ADAS III
8	San Rafael East District	Mary Anne Christine De Guzman	ADAS III
9	Paombong District	Rowena Arizzapa	ADAS III
10	Calumpit North	Corazon Galang	ADAS III
11	San Rafael NTS	Dolores Santos	Accountant I
12	Obando SHS	Desire Pangcoy	ADAS III

Team # 2:

No.	Place of Designation	Name	Designation
1	Norzagaray East District	Philip Andrew Tan	ADAS III
2	Bulihan HS	Arman R. Jumaquio	ADAS III
3	S.D.O. – Accounting Unit	Engel Bert Torres	Admin Staff
4	S.D.O. – Accounting Unit	Rowel Reyes	Admin Staff
5	John J. Russel HS	Lorianne Parulan	ADAS III
6	Dampol 1 st NHS	Lailani A. Pinote	ADAS III
7	Sta. Cruz NHS/Pinalagdan HS	Jonalyn R. Puno	ADAS II
8	Engr. Virgilio V. Dionisio MHS	Maria Shiela Angeles	ADAS III
9	Akle HS	Jamaica C. Pascual	ADAS III
10	San Miguel South District	Pas Francisco	ADAS II
11	Dr. Pablito V. Mendoza Sr. HS	Christine M. Escobilla	ADAS II
12	Jaime J. Vistan HS	Regielyn Nava	ADAS III

Team # 3:

No.	Place of Designation	Name	Designation
1	San Ildefonso South District	Luisito Gomez	ADAS III
2	Pandi South District	Reynaldo Santos	ADAS III
3	S.D.O. – Accounting Unit	John Richard Tiongson	ADAS III
4	Guiguinto District	Marcos Manio	ADAS III
5	Sta. Maria West District	Teodora Garrido	ADAS II
6	FVR Julian Sumbillo HS	Beverluz Dizon	ADAS III



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7	Masagana HS	Sahra Caparal	ADAS III
8	S.D.O. – Budget Unit	Bianca Mae D.R. Borlongan	ADAS III
9	Bocau District	Danica Soplito Garcia	ADAS III
10	S.D.O. – Accounting Unit	Maricel Perez	ADAS III
11	San Miguel North District	Shaira Mae Ariz	ADAS III
12	Plaridel District	Teddidah Villanueva	ADAS III

Team # 4:

No.	Place of Designation	Name	Designation
1	Bustos District	Aljon Ray Alvaro	ADAS II
2	Norzagaray West District	Christopher Legaspi	ADAS III
3	S.D.O. – Cashier Unit	Noel Salcedo	ADAS III
4	Baliuag South District	Carolina Mora	ADAS III
5	Norzagaray West District	Maricel Bocaloy	ADAS III
6	Pandi North District	Lyka Stephanie R. Santos	ADAS III
7	Balagtas District	Sheryl Peña	ADAS III
8	Calumpit South	Ro Ann Estrella	ADAS III
9	San Ildefonso North District	Celeste Ga	ADAS III
10	San Rafael East District	Catherine dela Cruz	ADAS III
11	S.D.O. – Accounting Unit	Regine Dela Cruz	ADAS III
12	S.D.O. – Accounting Unit	Claire Dela Cruz	ADAS III

Team # 5:

No.	Place of Designation	Name	Designation
1	F.F. Halili NAS	Cris Bonzales	Accountant I
2	Dampol 2 nd NHS	Vincent Altamerano	ADAS III
3	Kapitangan NHS	Darwin Joseph Panganiban	ADAS II
4	Lydia Villangca Trade School	Larisse Jose	ADAS II
5	DRT District	Armel Joseph Anillo	ADAS III
6	S.D.O. – Accounting Unit	Ronalyn Paulino	ADAS III
7	Bulakan District	Roselle Robles	ADAS III
8	Marilao South District	Arlene Caparas	ADAS III
9	S.D.O. – Accounting Unit	Ma. Josefina Alincastré	Admin Staff
10	Pulilan District	Rica Albia	ADAS III
11	S.D.O. – Accounting Unit	Rosalyn Dela Cruz	Admin Staff
12	S.D.O. – I.T.	Tristan Russ Valderama	Admin Staff

Team # 6:

No.	Place of Designation	Name	Designation
1	Caniogan NHS	Ray Angelo Zialcita	ADAS III
2	Angat District	Darius Sarmiento	ADAS III
3	Baliwag SHS	Jhon Russel Luaitez	ADAS II
4	S.D.O. – Budget Unit	Maria Angela Dionisio	ADAS I



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5	Guiguinto District	Shiela Marie Bardillon	ADAS III
6	Paombong District	Jaily Jessica Cerdeña	ADAS III
7	Binagbag HS	Iileen Marquez	ADAS III
8	Angat NHS	Mary Cris Cruz	ADAS III
9	Baliuag North District	Rachelle Taguam	ADAS III
10	Hagonoy East District	Milyn Mendiola	ADAS III
11	Kalayakan HS	Myrna Perez	ADAS III

Team # 7:

No.	Place of Designation	Name	Designation
1	S.D.O. – Accounting Unit	Toby Alejandro	Admin Staff
2	S.D.O. – Accounting Unit	Dan Harvey Castro	ADAS III
3	Sta. Maria East District	Ronaldo Mosquere	ADAS III
4	S.D.O. – Accounting Unit	Angelica Del Moro	ADAS III
5	San Ildefonso South District	Ivy Jose	ADAS III
6	San Miguel Meysulao HS	Ofelia Bacalso	ADAS II
7	Sta. Maria Central District	Marianne Poblete	ADAS III
8	San Rafael West District	Jenelyn Velasco	ADAS III
9	S.D.O. – Accounting Unit	Maria Perpetua Perez	Admin Staff
10	Plaridel District	Marivic Cerbito	ADAS III
11	Virginia Ramirez Cruz HS	Miriam Therese M. Competente	ADAS III

