



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

January 31, 2023

DIVISION MEMORANDUM

No. 031, s. 2023

**CLARIFICATORY MEETING ON THE INTERNAL CONTROL IN FINANCIAL
MANAGEMENT AND HUMAN RESOURCE MANAGEMENT PROCESS**

TO Assistant Schools Division Superintendents
Unit Head of the Accounting, Budget and Personnel
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads/Principals Concerned
Administrative Officers of Elementary and Secondary Schools

1. This is to inform all concerned that there will be a clarificatory meeting on the internal control weaknesses in the payroll process on Thursday, February 2, 2023 at the SDO Bulacan Conference Hall at 1:30p.m.
2. The participants are expected to provide a concise and documented evidence supporting the following internal control weaknesses:
 - 2.1 Late submission of requirements when processing the payroll
 - 2.2 Wrong payroll computation
 - 2.3 More than one month of payroll in arrears
 - 2.4 Outdated data of employees in the payroll (GSIS account number, wrong spelling, outdated civil status, etc.)
 - 2.5 Inability to monitor the employees with STEP Increment and Salary Differential
3. The list of invited Administrative Officers is attached as per enclosure number 1.
4. Immediate and wide dissemination of this Memorandum is desired.

Digitally signed by
Quiambao Rowena Tizon
Date: 2023.02.01 14:41:55
+08'00'

ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent/
OIC – Office of the Schools Division Superintendent



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

Enclosure No. 1

**ADMINISTRATIVE OFFICERS INVITED TO ATTEND THE CLARIFICATORY
MEETING ON THE INTERNAL CONTROL WEAKNESSES IN THE PAYROLL
PROCESS**

District	Name of Accountable Person
Angat	Genevie Valmocena
	Emmanoel Avery A. Galang
	Gerardo V. Pangilinan
	Olivia Ann D. Santos
	Roeder G. Dairo
Norzagaray East	Lovely Lykalyn P. Mangahas
	Julie-Anne A. Buenaventura
	Rosemarie A. Teñozo
	Beverluz D. Dizon
	Manilyn C. Santos
Norzagaray West	Kenny Joy P. Gener
Pandi North	Josielyn G. Cruz
	Geron C. Panao
	Ma. Alaiza B. Elquiero
	Sheria Louh S. Tolentino
	Fernando C. Sandil
Pandi South	Aldous Ian C. Caparas
Paombong	Ronel M. Sulit
	Santinor R. Del Rosario
	Jaona Pauline I. Lopez
	Kathryn Lizette V. Juguilon
	Danjoe S. Flores
Plaridel	Emelita M. Gutierrez
	Argade C. Dumago
	Mara Belle C. De Jesus
	Michael R. Alvarez
	Ruth V. Domingo
Pulilan	Aurea P. Comendador
	Cristopher M. Plamencko
	Mary Joyce M. Pineda
	Gladys B. Sto Domingo
	Mariejoy I. Igna
San Ildefonso North	Perfecta T. Soriano
	Sherry Ann A. Rivera
	Rafael B. Dela Cruz
	Elenita SD. Requejo
	Erianne F. Matawaran
Sta. Maria Central	Senecio R. Acibar Jr.
	Irene Delos Santos
	Ria Lou C. Garcia
	Gelina F. Ramos
San Miguel Central	

	Angelica N. Vasallo
	Kimberly T. Mempin
	Cherry Queen O. Pascual
	Michelle M. Legaspi
San Miguel North	Lenie C. Delos Reyes
	Maricel H. Maglaque
	Ma. Cristina L. Cruz
San Miguel South	Michaela Joy G. Dela Cruz
	Michael M. Rivera
	Jonabelle C. Garcia
	Marlon Jose P. Pengson
San Rafael East	Mary Joy P. Escobilla
	Michelle A. Acosta
	Glorylyn S. Vardeleon
	Melwin C. San Pedro
San Rafael West	Mark Armand Chester S. Sandoval
Sta. Maria East	Jonathan B. Victorino
	Meynard B. Baptista
	Jocelyn M. Cabrera
Sta. Maria West	Rikka Deannise DT. Torres
	Loiue Syron DC. Ibal
	Catherine L. De Guzman
	Ricky A. Lorca
Guiguinto	Christopher C. Arenas
	Shiela Yoradyl N. Resplandor
	Florabel B. Narciso
	Maricel B. Cruz
	Erica T. Bautista
	Florinda R. Cruz
	Persley . Billones
	Marly V. Robles
Bulakan	Enelyn C. Aquino
	Rica Danielle R. Caberto
	Lea B. Manahan
	Susana A. Morelos
Obando	Desiree E. Pangcoy
Calumpit South	Kimberly Kylie G. Centeno
	Michelle M. Santos
	Paolo Joson Suarez
	Clarissa O. Silot
	Eimard James C. Lopez
DRT	Venette P. Santos
	Gilbert SG. Santos
	Clarence Punongbayan
	Mark Lee C. Sarmiento
	Bernardino S. Facun
Balagtas	Ellen M. Suatengco
Baliwag North	Nariel T. Austria

	Erica E. Mallari
	Rocheelle R. Arcega
	Jayvee N. Maglonzo
Baliwag South	Kristina Cassandra B. dela Cruz
	Mary Grace S. Ramos
	Darlene Astea R. Trono
	Theodosia G. Ramos
Bocaue	Ramica M. Gayap
	Janette B. Mostaza
	Jeremy Jane L. Nicolas
	Rhodora T. Tiburcio
	Beaulah Marie C. Pacis
	Jennifer M. Santos
	Jomari G. Olanio
	Anthony Jericson C. Gaspar
	Lambert Joseph C. Zuniga
	Baby Rocile U. Nadungga
	Ramica M. Gayap
	Loreen G. Navea
Bustos	Baby Ruth R. Cruz
	Janelyn S. Malacca
	Ma. Chariza C. Alfonso
	John Rowell D. Jimenez
	Bernadette M. Santos
	Jaimee Mariz S. Cruz
Calumpit North	Angelica M. Del Moro
	Jennifer B. Teodoro
	Lichelle E. Talampas
	Lucia B. Pascual
	Ofelia D. Bacalso
Hagonoy East	Julienne Mhae P. Reyes
	Rowena V. Sanchez
	Reynalyn B. Pascual
	Jolina Andrea T. Torres
Hagonoy West	Arvin Jose S. Ganigan
	Rainalyn C. Tolentino
	Paulo Mari C. Cruz
	Jobeller Ana J. Panganiban
	Maricris P. Alfaro
	Mary Fatima G. Esguerra
	Rosalina T. Patricio
Marilao North	Fitz Gerald B. Salvador
	Audrey Sia
	Christine Joy V. Santos
	John Raymond D. Polinga
	Emerine I. Lopez
San Miguel	Marivic P. De Guzman
Sta. Cruz HS	Jamira M. Alonzo

San Francisco Xavier HS (SR)	Ronaldo V. Morelos
Carlos F. Gonzales HS-SHS	Ma. Veronica V. Ortega
Lolomboy NHS-SHS	Jose Ceri Mangaran
Taal HS-SHS	Rowena Martin
John J. Russell MHS-SHS	Patricia Gina Chan
Parada NHS-SHS	Maria Carmelle MOn-ton
Pulong Buhangin NHS-SHS	Olivette Sambo
Vedasto R. Santiago HS-SHS	Jerine C. Del Rosario
AFGBMTS	Gizelle Anne Moonyeen Centeno
San Rafael NTS-SHS	Maria Pilipina Cruz
Norzagaray NHS-	Christine Lynnore Democrito
FF Halili NAS-SHS	Irene Delos Santos
Bunsuran NHS-SHS	Luz Serrano
San Ildefonso NHS-SHS	Lizzeth Juris Gantala