



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


April 24, 2023

OFFICE MEMORANDUM  
No. 019, s. 2023

**TECHNICAL ASSISTANCE BY THE REGIONAL OFFICE FINANCE TEAM ON  
ENHANCING THE ACCOUNTING AND BUDGETING PROCESS IN THE DIVISION  
OFFICE PROPER**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Unit Heads  
All Others Concerned

1. This is to inform all concerned that the regional office will conduct technical assistance to select Division Office personnel in improving the accounting and budgeting process in the Division Office to be held on April 28, 2023, at 8:00 AM at the SDO Conference Hall.
2. The objectives of the activity are:
  - To identify the issues and problems being encountered by the division accounting and budget units.
  - To come up with strategies to further improve the processes of the accounting and budget units.
  - To find solutions to the current problems and develop plan of action to impede the recurrence of such.
  - To resolve the issues and concerns in the processing of requests and release of funds; and recording and reporting of financial transactions.
3. Enclosed to this memorandum is the list of participants in the meeting.
4. The meals of the participants shall be charged to the SDO MOOE Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, Ed.D., CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent





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Enclosure No. 1 Office Memorandum No. 019 s.2023

**List of Participants**

Office of the Schools Division Superintendent	Norma P. Esteban
Office of the Assistant Schools Division Superintendent	Cecilia E. Valderama Zurex T. Bacay
Accounting Unit	Agnes M. Seifnezhad Sheryl Dela Peña Arlene Caparas Claire C. De Jesus John Richard Tiongson Noel Salcedo Ronilyn Paulino Dan Harvey Castro
Supply Unit	Raquel I. Climaco Shairo Centeno Erwin De Guzman
Budget Unit	Aren A. Astoveza Bianca Mae DR. Borlongan Yaneleen Grace C. Cruz Maria Angela I. Dionisio
ADAS/AO from the field	Regina N. Guilalas Alvin V. Suriben Danilo D. Panganiban, Jr. Angelica Del Moro
Regional Office	7 participants from the Regional Office Finance Team

