



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

October 09, 2023



**DIVISION MEMORANDUM**

No. 436, s. 2023

To: Assistant Schools Division Superintendents  
Public School District Supervisors  
School Heads/ Principals Concerned  
Administrative Assistant III (Elementary)  
All Others Concerned

**1 DAY FACE TO FACE MEETING WITH ADMINISTRATIVE ASSISTANTS  
HANDLING ACCOUNTING RELATED TRANSACTIONS**

1. Please be informed that there will be a meeting of Elementary Bookkeepers, Secondary Non-Implementing Units and Senior High School Administrative Assistants at the SDO Bulacan Conference Hall on October 13, 2023, at 8:00am to 5:00pm.
2. The agenda of this meeting is:
  - a. To refresh the participants on the procurement and liquidation process.
  - b. To discuss some updates on the Financial Process of Accounting Unit.
  - c. And other related matters.
3. Attached herewith is Enclosure no. 1 and 2 – List of Participants and Schedule by batch (AM/PM).
4. 100% attendance of all concerned in required.
5. Meals of the activity shall be charged against the SDO MOOE Funds.
6. This Memorandum serves as Travel Authority to the participants.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent 

Accounting Unit  
October 09, 2023



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Enclosure No. 1 to Division Memorandum no. 934 s. 2023

**LIST OF PARTICIPANTS**  
Elementary  
**MORNING BATCH**

<b>NAME OF PARTICIPANT</b>	<b>DISTRICT</b>	<b>POSITION</b>
Beverly Joy F. Aquino	Bulakan	Administrative Assistant III
Rachelle Ann M. Taguiam	Baliwag North	Administrative Assistant III
Darius B. Sarmiento	Angat	Administrative Assistant III
Marian P. Manzo	Marilao South	Administrative Assistant III
Lyka Stephanie R. Santos	Pandi North	Administrative Assistant III
Teddidiyah G. Villanueva	Plaridel	Administrative Assistant III
Shaira Mae C. Ariz	San Miguel North	Administrative Assistant III
Adrian Paul L. Anillo	San Miguel North	Administrative Assistant III
Juaymah C. Bondoc	Hagonoy West District	Administrative Assistant III
Marivic B. Cerbito	Plaridel	Administrative Assistant III
Suzette B. Ligon	San Miguel South	Administrative Assistant III
Maripas M. Francisco	San Miguel South	Administrative Assistant III
Maria Corazon M. Galang	Calumpit North	Administrative Assistant III
Ronaldo C. Mosquera	Sta. Maria East	Administrative Assistant III
Paul John P. Viri	Balagtas District	Administrative Assistant III
Rica A. Albia	Pulilan	Administrative Assistant III
Maricel G. Baltazar	Pulilan	Administrative Assistant III
Catherine DC. Corpuz	San Rafael East	Administrative Assistant III
Philip Andrew S. Tan	Norzagaray East	Administrative Assistant III
Sheryl C. Cruz	Norzagaray East	Administrative Assistant III
Christopher P. Legaspi	Norzagaray West	Administrative Assistant III
Luisito M. Gomez	San Ildefonso South District	Administrative Assistant III
Ivy T. Jose	San Ildefonso South District	Administrative Assistant III
Celeste G. Ga	San Ildefonso North District	Administrative Assistant III
Teodora M. Garrido	Sta. Maria West	Administrative Assistant III
Shirly A. Cruz	Hagonoy West District	Administrative Assistant III
Reinasol A. De Armas	Obando District	Administrative Assistant III
Jaily Jessica G. Cerdeña	Paombong District	Administrative Assistant III
Rowena G. Arizapa	Paombong District	Administrative Assistant III
Julieta V. Angeles	Bustos District	Administrative Assistant III
Rose Anne M. Estrella	Calumpit South District	Administrative Assistant III
Lariza S.M. Lising	San Miguel Central	Administrative Assistant III
Danica S. Garcia	Bocaue	Administrative Assistant III
Angelito R. Gino Cruz	Marilao North	Administrative Assistant III



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Geronimo R. De Lara	Hagonoy East District	Administrative Assistant III
Milyn G. Mendiola	Hagonoy East District	Administrative Assistant III
Reynaldo R. Santos	Pandi South	Administrative Assistant III
Miguelito D. Rapsing	Baliwag South	Administrative Assistant III
Carolina C. Mora	Baliwag South	Administrative Assistant III
Gilbert SG. Santos	DRT	Administrative Assistant III
Armel Joseph L. Anillo	DRT	Administrative Assistant III
Marcos Manio	Guiguinto District	Administrative Assistant III
M.J. Antonio	San Rafael West	Administrative Assistant III
Marianne E. Poblete	Sta. Maria Central District	Administrative Assistant III



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**LIST OF PARTICIPANTS**  
 Secondary  
**AFTERNOON BATCH**

<b>NAME OF PARTICIPANT</b>	<b>SCHOOL</b>	<b>POSITION</b>
Catherine Ann C. Siñeres	Banga High School	Administrative Assistant III
Jeremy Jane L. Nicolas	Batia High School	Administrative Officer II
Jenalyn S. Roque	Angel M. Del Rosario High School	Disbursing Officer/Teacher III
Princess Merajane C. Balite	Sapang Bulac High School	Administrative Assistant II
Mark Lee C. Sarmiento	Talbak High School	OIC – Head Teacher III
John T. Santiago	Bulihan High School	Administrative Officer II
Christine M. Ecsobilla	Dr. Pablito V. Mendoza, Sr. HS	Administrative Assistant II
Maricel G. Baltazar	Dulong Malabon Integrated School	Administrative Assistant III
Clarence Punongbayan	Esteban Paulino High School	Teacher I
Teodora M. Garrido	F.F. Halili National Agricultural School - Annex	Administrative Assistant III
Teodora M. Garrido	F.F. Halili National Agricultural School, Cay Pambo-Annex	Administrative Assistant III
Ana May J. Magdaong	GAT Francisco Balagtas High School	Disbursing Officer/Teacher I
Beverly Joy F. Aquino	Gen. Gregorio H. del Pilar Integrated School	Administrative Assistant III
Angelica C. Malinay	Guiguinto National Vocational High School - Annex	Disbursing Officer/Teacher I
Angelito R. Gino Cruz	Heritage Homes Integrated School	Administrative Assistant III
Maricel G. Baltazar	Inaon Integrated School	Administrative Assistant III
Darwin Joseph D. Panganiban	Kapitangan National High School	Administrative Assistant II
Larisse L. Jose	Lydia D. Villangca Trade School	Administrative Assistant II
Maricel H. Maglaque	Maligaya High School	OIC/Teacher I
Jayson DS. Bermas	NPC National High School	Disbursing Officer/Teacher III
Jonalyn Puno	Pinalagdan High School	Administrative Assistant II
Ercelyn S. San Miguel	Romeo Acuña Santos Memorial HS	Administrative Officer II
Jonathan B. Victorino	San Gabriel National High School	OIC-Head Teacher I
Ofelia Bacalso	San Miguel - Meysulao High School	Teacher II
Mariejoy I. Igna	Sta. Catalina Bata National HS	Administrative Assistant II
Jamira Ann Alonzo	Sta. Cruz High School	Administrative Assistant II
Jonalyn Puno	Sta. Cruz National High School	Administrative Assistant II
Aira May-An M. Cruz	Teodoro Evangelista Memorial HS	Administrative Officer II
Jennifer S. Estabillo	Gabihan HS	Head Teacher III
Kimberly A. Dadula	Kalayakan HS	Teacher I
Leslie C. Salvador	Upig High School	Teacher I
Marian P. Manzo	Marilao Central Integrated School	Administrative Assistant III
Christopher P. Legaspi	Matictic Integrated School	Administrative Assistant III
Analyn B. Cabuhat	Mapulang Lupa HS	OIC - Head Teacher I
Rose Ann Cabigting	Sta. Barbara HS	Administrative Assistant II



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**LIST OF PARTICIPANTS**  
Senior High School  
**AFTERNOON BATCH**

<b>NAME OF PARTICIPANT</b>	<b>SCHOOL</b>	<b>POSITION</b>
Lailani C. Pascua	Banga High School	Administrative. Assistant II
Gerardo V. Paguiligan	Angel M. Del Rosario HS	Administrative. Assistant II
Rachelle P. Valdez	Esteban Paulino HS	Teacher II
Maureen M. Sinaguinan	Maligaya High School	Teacher II
Jhon Russel J. Luartez	SHS within V Delas Flores ES	Teacher II
Robert Jonnydel M. Rayo	SHS within Luis Gravador ES	Administrative Assistant II
Leslie C. Salvador	Upig HS	Teacher I

**SDO PERSONNEL**

<b>NAME</b>	<b>POSITION</b>
NORMA P. ESTEBAN, EdD, CESO V	Schools Division Superintendent
CECILIA E. VALDERAMA, PhD	Assistant Schools Division Superintendent
ZUREX T. BACAY, PhD	Assistant Schools Division Superintendent
AREN A. ASTOVEZA, CPA	Budget Officer/Concurrent OIC-Office of the Division Accountant
DOLORES P. SANTOS	Accountant I/Concurrent OIC -Office of the Division Budget Officer
AGNES M. SEIFNEZHAD, CPA	Division Accountant
SHERYL A. DELA PEÑA	Administrative Assistant III
ARLENE B. CAPARAS	Administrative Assistant III
JOHN RICHARD P. TIONGSON	Administrative Assistant III
DAN HARVEY D. CASTRO	Administrative Assistant III
CLAIRE C. DE JESUS	Administrative Assistant III
MARIA PERPETUA B. PEREZ	Administrative Staff
TOBY C. ALEJANDRO	Administrative Staff
ENGEL BERT A. TORRES	Administrative Staff
ROSALYN B. DELA CRUZ	Administrative Staff
MA. JOSEFINA B. ALINCASTRE	Administrative Staff
BIANCA MAE DR. BORLONGAN	Administrative Assistant III
YANELEEN GRACE C. NICOLAS	Administrative Assistant III
MARIA ANGELA I. DIONISIO	Administrative Assistant I
RONALYN G. PAULINO	Administrative Assistant III /TWG
NOEL L. SALCEDO	Administrative Assistant III/TWG
MARICRIS S. ISIP	Administrative Staff /TWG



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Enclosure No. 2 to Division Memorandum no. 434 s. 2023

**MATRIX OF ACTIVITIES**

<b>TIME</b>	<b>MORNING</b>
7:30- 8:30 AM	Arrival/Registration
8:31- 9:00 AM	PRELIMINARY ACTIVITY  Nationalistic Song Prayer DepEd Bulacan March Roll Call  Welcome Remarks ----- <b>CECILIA E. VALDERAMA, PhD</b> Assistant Schools Division Superintendent  <b>ZUREX T. BACAY, PhD</b> Assistant Schools Division Superintendent  Inspirational Message ----- <b>NORMA P. ESTEBAN, PhD, CESO V</b> Schools Division Superintendent  Statement of Purpose ----- <b>AREN A. ASTOVEZA, CPA</b> Budget Officer Concurrent OIC- Division Accountant
9:01- 11:30 AM	Provident Fund ----- <b>ROSALYN B. DELA CRUZ</b> Administrative Staff  Tax computation and encoding----- <b>ARLENE B. CAPARAS</b> Administrative Assistant III  <b>SHERYL A. DELA PEÑA</b> Administrative Assistant III  Fidelity Bond application process----- <b>CLAIRE C. DE JESUS</b> Administrative Assistant III  Encoding of Liquidation----- <b>DAN HARVEY D. CASTRO</b> Administrative Assistant III  Downloading Process----- <b>TOBY C. ALEJANDRO</b> Administrative Staff  Liquidation Review Findings and MOOE's FAQ ----- <b>ENGEL BERT A. TORRES</b> Administrative Staff



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**MATRIX OF ACTIVITIES**

TIME	AFTERNOON
12:30- 1:30 PM	Arrival/Registration
1:31- 2:00 PM	<p>PRELIMINARY ACTIVITY</p> <p>Nationalistic Song            Prayer            DepEd Bulacan March            Roll Call</p> <p>Welcome Remarks ----- <b>CECILIA E. VALDERAMA, PhD</b>            Assistant Schools Division Superintendent</p> <p style="text-align: center;"><b>ZUREX T. BACAY, PhD</b>            Assistant Schools Division Superintendent</p> <p>Inspirational Message ----- <b>NORMA P. ESTEBAN, PhD, CESO V</b>            Schools Division Superintendent</p> <p>Statement of Purpose ----- <b>AREN A. ASTOVEZA, CPA</b>            Budget Officer            Concurrent OIC- Division Accountant</p>
2:01- 4:30 PM	<p>Provident Fund ----- <b>ROSALYN B. DELA CRUZ</b>            Administrative Staff</p> <p>Tax computation and encoding ----- <b>ARLENE B. CAPARAS</b>            Administrative Assistant III</p> <p style="text-align: center;"><b>SHERYL A. DELA PEÑA</b>            Administrative Assistant III</p> <p>Fidelity Bond application process ----- <b>CLAIRE C. DE JESUS</b>            Administrative Assistant III</p> <p>Encoding of Liquidation ----- <b>DAN HARVEY D. CASTRO</b>            Administrative Assistant III</p> <p>Downloading Process ----- <b>TOBY C. ALEJANDRO</b>            Administrative Staff</p> <p>Liquidation Review Findings and MOOE's FAQ            ----- <b>ENGEL BERT A. TORRES</b>            Administrative Staff</p>



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