



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

December 11, 2023

**DIVISION MEMORANDUM**

No. 511, s. 2023

To: Assistant Schools Division Superintendents  
Public School District Supervisors  
School Heads/ Principals Concerned  
Administrative Assistant III (Elementary and IUs)  
Administrative Assistant II (JHS Non -IUs)  
All Others Concerned

**PHASE 2: Project MACE**

**(M-ENTORING, A-DOPTING, C-APACITY BUILDING, E-MPOWERING)**

1. Collaborations and open communications are crucial for effective financial management. SDO Bulacan is committed to continually evaluate and improve our financial strategies while aiming for transparency, accountability, and optimal allocation of resources. In this regard, this Office informed that there will be an implementation of **Phase 2 of Project MACE (M-ENTORING, A-DOPTING, C-APACITY BUILDING, E-MPOWERING)** on December 12-15, 2023, at 8:00 am onwards at Fiona's Farm, Brgy. La Paz, Magalang, Pampanga.
2. The participant in this activity includes SDO Personnel from Accounting and Budget Unit, all ADAS III of Elementary and Secondary Implementing Units and ADAS II of Secondary Non-IUs and other personnel performing financial management.
3. Attached herewith is Enclosure no. 1- List of Participants and Schedule and Enclosure no. 2 Program Matrix.
4. Participants are expected to bring a soft copy of all financial data from 2021 to 2023.
5. Participants from Implementing Units are expected to bring their own Laptop, pocket Wi-fi and extension.
6. 100% attendance of all concerned in required.
7. Meals and accommodation of the activity shall be charged against the SDO INSET Funds.
8. This Memorandum serves as Travel Authority to the participants.
9. Immediate and widest dissemination of this Memorandum is desired.

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



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

Enclosure No. 1 to Division Memorandum no. \_\_\_\_s. 2023

**LIST OF PARTICIPANTS**

NO	NAME OF PARTICIPANT	DISTRICT	DAY 1	DAY 2	DAY 3	DAY 4
1	Norma P. Esteban, EdD, CESO V	Office of the Schools Division Superintendent	/	/	/	/
2	Cecilia E. Valderama, PhD	Office of the Assistant Schools Division Superintendent	/	/	/	/
3	Zurex T. Bacay, PhD	Office of the Assistant Schools Division Superintendent	/	/	/	/
4	Raquel I. Climaco	OSDS – Property and Supply Unit	/	/	/	/
5	Aren A. Astoveza, CPA	OSDS- Accounting Unit	/	/	/	/
6	Dolores P. Santos	OSDS- Budget Unit	/	/	/	/
7	Agnes M. Seifnezhad, CPA	OSDS- Accounting Unit	/	/	/	/
8	Arlene B. Caparas	OSDS- Accounting Unit	/	/	/	/
9	Sheryl A. Dela Peña	OSDS- Accounting Unit	/	/	/	/
10	Claire C. De Jesus	OSDS- Accounting Unit	/	/		
11	John Richard P. Tiongson	OSDS- Accounting Unit	/	/	/	/
12	Dan Harvey D. Castro	OSDS- Accounting Unit	/	/	/	/
13	Ronalyn G. Paulino	OSDS- Accounting Unit	/	/		
14	Maria Perpetua B. Perez	OSDS- Accounting Unit	/	/	/	/
15	Maricris S. Isip	OSDS- Accounting Unit	/	/	/	/
16	Engel Bert A. Torres	OSDS- Accounting Unit	/	/	/	/
17	Toby C. Alejandro	OSDS- Accounting Unit	/	/	/	/
18	Ma. Josefina B. Alincaastre	OSDS- Accounting Unit	/	/		
19	Nhaire Kyla C. de Jesus	OSDS- Records Unit	/	/	/	/
20	Bianca Mae DR. Borlongan	OSDS – Budget Unit		/	/	/
21	Yaneleen Grace C. Nicolas	OSDS – Budget Unit		/	/	/
22	Maria Angela I. Dionisio	OSDS – Budget Unit		/	/	/
23	Digna M. Curigal	Calumpit NHS	/	/	/	/
24	Loriann C. Parulan	JJ Russell HS	/	/	/	/
25	Phia Ann H. Agustin	FVR NHS	/	/	/	/
26	Ana Liza R. Yabut	Bajet Castillo HS	/	/	/	/
27	Jenette E. Andres	Taal HS	/	/	/	/
28	Regina N. Guilalas	Parada High School	/	/	/	/
29	Danilo D. Panganiban, JR.	San Roque High School	/	/	/	/
30	Alvin V. Suriben	Obando High School	/	/	/	/
31	Health Unit / Nurse	SHNU	/	/	/	/
32	Health Unit / Nurse	SHNU	/	/	/	/
33	Monitoring and Evaluation	SGOD	/	/	/	/



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NO	NAME OF PARTICIPANT	DISTRICT	DAY 1	DAY 2	DAY 3	DAY 4
34	Darius B. Sarmiento	Angat	/	/		
35	Paul John P. Viri	Balagtas	/	/		
36	Rachelle Ann M. Taguiam	Baliwag North	/	/		
37	Miguelito D. Rapsing	Baliwag South	/	/		
38	Carolina C. Mora	Baliwag South	/	/		
39	Danica S. Garcia	Bocaue	/	/		
40	Beverly Joy F. Aquino	Bulakan	/	/		
41	Julieta V. Angeles	Bustos	/	/		
42	Maria Corazon M. Galang	Calumpit North	/	/		
42	Rose Anne M. Estrella	Calumpit South	/	/		
43	Gilbert SG. Santos	DRT	/	/		
44	Armel Joseph L. Anillo	DRT	/	/		
45	Marcos Manio	Guiguinto	/	/		
46	Geronimo R. De Lara	Hagonoy East	/	/		
47	Milyn G. Mendiola	Hagonoy East	/	/		
48	Juaymah C. Bondoc	Hagonoy West	/	/		
49	Shirly A. Cruz	Hagonoy West	/	/		
50	Audrey D. Sia	Marilao North	/	/		
51	Marian P. Manzo	Marilao South	/	/		
52	Philip Andrew S. Tan	Norzagaray East	/	/		
53	Sheryl C. Cruz	Norzagaray East/West	/	/		
54	Christopher P. Legaspi	Norzagaray West	/	/		
55	Reinasol A. De Armas	Obando	/	/		
56	Lyka Stephanie R. Santos	Pandi North	/	/		
57	Reynaldo R. Santos	Pandi South	/	/		
58	Jaily Jessica G. Cerdeña	Paombong	/	/		
59	Rowena G. Arizapa	Paombong	/	/		
60	Teddidiah G. Villanueva	Plaridel	/	/		
61	Marivic B. Cerbito	Plaridel	/	/		
62	Rica A. Albia	Pulilan	/	/		
63	Maricel G. Baltazar	Pulilan	/	/		
64	Celeste G. Ga	San Ildefonso North	/	/		
65	Luisito M. Gomez	San Ildefonso South	/	/		
66	Ivy T. Jose	San Ildefonso South	/	/		
67	Lariza S.M. Lising	San Miguel Central	/	/		
68	Shaira Mae C. Ariz	San Miguel North	/	/		
69	Adrian Paul L. Anillo	San Miguel North	/	/		
70	Suzette B. Ligon	San Miguel South	/	/		
71	Maripas M. Francisco	San Miguel South	/	/		



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72	Catherine DC. Corpuz	San Rafael East	/	/		
73	M.J. Antonio	San Rafael West	/	/		
74	Marianne E. Poblete	Sta. Maria Central	/	/		
75	Ronaldo C. Mosquera	Sta. Maria East	/	/		
76	Teodora M. Garrido	Sta. Maria West	/	/		
77	Catherine Ann C. Siñeres	Banga High School	/	/		
78	Jeremy Jane L. Nicolas	Batia High School	/	/		
79	Jenalyn S. Roque	Angel M. Del Rosario HS	/	/		
80	Princess Merjane C. Balite	Sapang Bulac High School	/	/		
81	Mark Lee C. Sarmiento	Talbak High School	/	/		
82	John Santiago	Bulihan High School	/	/		
83	Christine M. Escobilla	Dr.Pablito V. Mendoza,Sr. HS	/	/		
84	Paolo J. Suarez	Dulong Malabon IS	/	/		
85	Clarence Punongbayan	Esteban Paulino High School	/	/		
86	Clivy Joy E. Ulnagan	FF Halili Nat. Agri Sch-Annex	/	/		
87	Louie Syron DC. Ibal	FF Halili Nat. Agri Sch Cay Pambo	/	/		
88	Ana May J. Magdaong	GAT Francisco Balagtas HS	/	/		
89	Ester Grace G. Joson	Gen. Gregorio H. del Pilar IS	/	/		
90	Angelica C. Malinay	Guiguinto Nat. Voc. HS - Annex	/	/		
91	Angelito R. Gino Cruz	Heritage Homes IS	/	/		
92	Jan Anthony A. Banag	Inaon Integrated School	/	/		
93	Darwin Joseph D. Panganiban	Kapitangan National High School	/	/		
94	Larisse L. Jose	Lydia D. Villangca Trade School	/	/	/	/
95	Maricel H. Maglaque	Maligaya High School	/	/		
96	Jayson DS. Bermas	NPC National High School	/	/		
97	Baby Roscel P. Bautista	Pinalagdan High School	/	/		
98	Ercelyn S. San Miguel	Romeo Acuña Santos Memorial High School	/	/		
99	Jonathan B. Victorino	San Gabriel National HS	/	/		
100	Ofelia Bacalso	San Miguel - Meysulao HS	/	/		
101	Mariejoy I. Igna	Sta. Catalina Bata Nat HS	/	/		
102	Jamira Ann Alonzo	Sta. Cruz High School	/	/	/	/
103	Jonalyn Puno	Sta. Cruz National HS	/	/		
104	Aira May-An M. Cruz	Teodoro Evangelista MHS	/	/		
105	Jennifer S. Estabillo	Gabihan HS	/	/		
106	Kimberly A. Dadula	Kalayakan HS	/	/		
107	Leslie C. Salvador	Upig High School	/	/		



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108	Issa Marie Cabarle	Marilao Central IS	/	/		
109	Kelvin Gener	Matictic Integrated School	/	/		
110	Analyn B. Cabuhat	Mapulang Lupa HS	/	/		
111	Rose Ann Cabigting	Sta. Barbara HS	/	/		
112	Desiree E. Pangcoy	SHS in Obando, Bulacan	/	/		
113	Robert Jonnydel M. Rayo	SHS within Luis Gravador ES	/	/		
114	John Russel J. Luartez	SHS w/in V. Delas Flores ES	/	/		
115	Gerardo V. Paguiligan	Angel M. Del Rosario SHS	/	/		
116	Lailani C. Pascua	Banga High School SHS	/	/		
117	Maureen M. Sinaguinan	Maligaya High School SHS	/	/		
118	Rachelle P. Valdez	Esteban Paulino HS SHS	/	/		
119	Mary Cris R. Cruz	Angat National High School		/	/	/
120	Mariel C. Castillo	Cambaog National HS		/	/	/
121	Marineth S. Salapong	Doña Candelaria Meneses Duque National High School		/	/	/
122	Euphemiajoy B. de Belen	FF. Halili Nat. Agri. Sch		/	/	/
123	John Ashley V. Martinez	Frances High School		/	/	/
124	Lovely Kate A. Espiritu	JJ Mariano Memorial HS		/	/	/
125	Jennylyn L. Piñero	Julian B. Sumbillo HS		/	/	/
126	Mc Conrad M. Santos	Virginia Ramirez Cruz NHS		/	/	/
127	Jamaica C. Pascual	Akle High School			/	/
128	Wilson S. Quizon	Alexis Santos HS			/	/
129	Rainiell G. Zialcita	Balagtas Agr. High School			/	/
130	Noemi P. Chua	Bambang National High School (Illuminada Mendoza Roxas)			/	/
131	Iileen B. Marquez	Binagbag High School			/	/
132	Maria Teresa J. Dela Cruz	Bunsuran National High School			/	/
133	Myra Aquino	Calawitan High School			/	/
134	Ray Angelo G. Zialcita	Caniogan High School			/	/
135	Karen Joy V. Cruz	Carlos Gonzales High School			/	/
136	Mary Grace B. Solano	Catmon National High School			/	/
137	Lailani A. Pinote	Dampol 1st NHS			/	/
138	Vincent R. Altamerano	Dampol 2nd High School			/	/
139	Karen P. Sarmiento	Diosdado Macapagal HS			/	/
140	Myrna C. Perez	Dña Remedios Trinidad (DRT) HS			/	/
141	Emelita M. Gutierrez	Dr. Felipe de Jesus High School			/	/
142	Maria Shiela R. Angeles	Engr. Virgilio V. Dionisio HS			/	/



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143	Melody C. Morante	F.C. Lipana High School			/	/
144	Evelyn L. Banguis	F.G. Bernardino Memorial Trade School			/	/
145	Fely B. de leon	F.G. Bernardino Memorial Trade School			/	/
146	Marilyn B. Jose	Guiguinto National Vocational High School			/	/
147	Karmina Rizza Manalo	Iba National High School			/	/
148	Regielyn B. Nava	Jaime J. Vistan High School			/	/
149	Carmelita B. Santos	Lolomboy National High School			/	/
150	Jinnella S. Cruz	M.R. Trillana High School			/	/
151	Ma. Lizette A. Mariano	Mariano Ponce National High School			/	/
152	Nerissa SG. Calubayan	Maronquillo National HS			/	/
153	Sahra P. Caparal	Masagana High School			/	/
154	Mardy S. Ignacio	Minuyan High School			/	/
155	Maria Theresa I. Funtilla	North Hill Village High School			/	/
156	Christine Lynnore M. Democrito	Norzagaray High School			/	/
157	Remedios B. Hababag	Obando School of Fisheries			/	/
158	Analyn R. Masil	Partida High School			/	/
159	Ellen M. Marcelo	Prenza National High School			/	/
160	Lorie Michelle Austria	Pulong Buhangin High School			/	/
161	Mayreen S. Buenaventura	Salapungan High School			/	/
162	Eulalia D. Santos	San Francisco Xavier High Sch			/	/
163	Ma. Alvira Alexa Nica M. Manuzon	San Ildefonso National High School			/	/
164	Sheryl DC. Diaz	San Miguel High School			/	/
165	Alexandra M. Bonus	San Pedro HS (MRSTHS)			/	/
166	Maria Xenia A. Garcia	Sta. Lucia High School			/	/
167	Cassie Deneise Z. Ocampo	Sta. Maria Agro Ind HS			/	/
168	Carry C. Pangan	Sta. Monica High School			/	/
169	Janice DJ. Casabuena	Sta. Peregrina HS (Dampol 2nd)			/	/
170	Louisonia L. Omongos	Sto. Niño High School			/	/
171	Nestor V. Del Carmen	Sullivan HS			/	/
172	Mark B. Olleras	Taliptip High School			/	/
173	Macy T. Landayan	Tiaong National High School			/	/
174	Cecilia C. Sangalang	Tibagan NHS			/	/
175	Merly C. Miranda	Vedasto Santiago HS			/	/
176	Virginia T. Bernardo	Virgen delas Flores HS			/	/



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Enclosure No. 2 to Division Memorandum no. \_\_\_\_s. 2023

**MATRIX OF ACTIVITIES**  
 Day 1

<b>TIME</b>	<b>ACTIVITY</b>
7:30- 8:30 AM	Arrival/Registration
8:31- 9:00 AM	<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><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>
8:31-9:30 AM	<ul style="list-style-type: none"> <li>• RA 9184</li> </ul>
9:31-10:00 AM	<ul style="list-style-type: none"> <li>• Procurement Planning</li> </ul>
10:01-10:15 AM	<ul style="list-style-type: none"> <li>• Health Break</li> </ul>
10:16 AM–12:00 NN	<ul style="list-style-type: none"> <li>• Cont. Procurement Planning, PPMP/APP (CSE/NCSE) PhilGEPS</li> </ul>
12:01- 1:00 PM	<ul style="list-style-type: none"> <li>• Lunch Break</li> </ul>
1:01- 2:30 PM	<ul style="list-style-type: none"> <li>• Alternative Mode of Procurement</li> </ul>
2:31 -3:00 PM	<ul style="list-style-type: none"> <li>• Procedures on Delivery, Inspection &amp; Acceptance</li> </ul>
3:01 -3:15 PM	<ul style="list-style-type: none"> <li>• Lunch Break</li> </ul>
3:16- 4:00 PM	<ul style="list-style-type: none"> <li>• Procurement Forms / Activity/Workshop</li> </ul>
4:01- 5:00 PM	<ul style="list-style-type: none"> <li>• Open Forum / Commitment / Ways Forward</li> </ul> <p><b>RAQUEL I. CLIMACO</b>            Administrative Officer IV- Property and Supply Unit            Resource Speaker</p>



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**MATRIX OF ACTIVITIES**

Day 2 Morning

<b>TIME</b>	<b>ACTIVITY</b>
7:30- 8:30 AM	Arrival/Breakfast
08:31-11:00 AM	<p>Discussion about Bank Reconciliation ..... <b>MARICRIS S. ISIP</b> Resource Speaker</p> <p>Guidelines and new update on the Downloading and Liquidation Process ..... <b>MARIA PERPETUA B. PEREZ</b> Resource Speaker</p> <p>Actual Workshop on Liquidation Review .....</p> <p>Facilitator: <b>SHERYL A. DELA PEÑA</b> Administrative Assistant III</p> <p><b>ENGEL BERT A. TORRES</b> Administrative Staff</p> <p><b>TOBY C. ALEJANDRO</b> Administrative Staff</p> <p><b>MA. JOSEFINA B. ALINCASTRE</b> Administrative Staff</p>
11:01 AM-12:00 NN	Awarding of certificates
12:01 PM-1:00 PM	Lunch Break / Home Sweet Home (Batch 1)



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**MATRIX OF ACTIVITIES**  
 Day 2 Afternoon

TIME	ACTIVITY
1:01-5:00 PM	Discussion about BIR matters ..... <b>ANA LIZA R. YABUT</b> Administrative Assistant III
	Flash Report /Realignment/BMS/URS /Sub-Allotment..... <b>DOLORES P. SANTOS</b> Accountant I OIC- Budget Officer
	NCA Request/NCA Deficiency/AP ..... <b>PHIA ANN H. AGUSTIN</b> Administrative Assistant III
	Payroll Adjustments (Inclusions) ..... <b>ALVIN V. SURIBEN</b> Administrative Assistant III
	Assessment of Learning for the newly hired bookkeepers of Implementing Units who attended Phase 1 of Project MACE.
	Facilitator: <b>DIGNA M. CURIGAL</b> Administrative Assistant III / Cluster Head, Cluster 2  <b>LORIANN C. PARULAN</b> Administrative Assistant III / Cluster Head, Cluster 3  <b>PHIA ANN H. AGUSTIN</b> Administrative Assistant III / Cluster Head, Cluster 4  <b>ANA LIZA R. YABUT</b> Administrative Assistant III / Cluster Head, Cluster 5  <b>JENETTE E. ANDRES</b> Administrative Assistant III / Cluster Head, Cluster 7



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**MATRIX OF ACTIVITIES**  
 Day 3

<b>TIME</b>	<b>ACTIVITY</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
8:31-9:30 AM	RA 9184 ..... <b>TOBY C. ALEJANDRO</b> Resource Speaker
9:31-10:00 AM	Alternative Mode of Procurement ..... <b>ENGEL BERT A. TORRES</b> Resource Speaker
10:01-10:15 AM	Health Break
10:16 AM–12:00 NN	Procedures on Delivery, Inspection & Acceptance ..... <b>JOHN RICHARD P. TIONGSON</b> Resource Speaker
12:01- 1:00 PM	Lunch Break
1:01 – 2:00 PM	EFRS matters ..... <b>DANILO D. PANGANIBAN, JR</b> Resource Speaker
2:01- 5:00 PM	<ul style="list-style-type: none"> <li>• Common errors and AOM issues</li> <li>• Workshop on Consolidation and AOM Resolution</li> <li>• Open Forum</li> </ul> <p style="text-align: center;"><b>AREN A. ASTOVEZA, CPA</b>            Budget Officer/OIC Division Accountant            Resource Speaker</p>



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**MATRIX OF ACTIVITIES**

Day 4

TIME	ACTIVITY
7:30- 8:30 AM	Arrival/Breakfast
08:31-10:00 AM	Presentation of Accomplished Financial Statements ..... <b>CLUSTER HEADS</b>
10:01-11:30 AM	Presentation of outputs (Status of AOM) and ways forward ..... <b>AOM TEAM</b>
11:31AM -12:00 NN	Awarding of Certificates

**BREAK-OUT SESSION**

Day 1 to 4

TIME	ACTIVITY										
8:31 AM-5:00 PM	<b>AOM MATTERS</b>  <i>-PPE</i> <b>AREN A. ASTOVEZA</b> Budget Officer/OIC – Div. Accountant  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>REGINA N. GUILALAS</b> Administrative Assistant III</td> <td style="width: 50%; border: none;"><b>ALVIN V. SURIBEN</b> Administrative Assistant III</td> </tr> <tr> <td style="border: none;"><b>DANILO D. PANGANIBAN, JR.</b> Administrative Assistant III</td> <td style="border: none;"><b>DAN HARVEY D. CASTRO</b> Administrative Assistant III</td> </tr> </table> <p style="text-align: center;"><b>JOHN RICHARD P. TIONGSON</b> Administrative Assistant III</p> <p style="text-align: center;"><i>-BIR</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>ARLENE B. CAPARAS</b> Administrative Assistant III</td> <td style="width: 50%; border: none;"><b>SHERYL A. DELA PEÑA</b> Administrative Assistant III</td> </tr> </table> <p style="text-align: center;"><i>-GSIS</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>RONALYN G. PAULINO</b> Administrative Assistant III</td> <td style="width: 50%; border: none;"><b>CLAIRE C. DE JESUS</b> Administrative Assistant III</td> </tr> </table> <p style="text-align: center;"><i>-CASH ADVANCES</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>DAN HARVEY D. CASTRO</b> Administrative Assistant III</td> <td style="width: 50%; border: none;"><b>ARLENE B. CAPARAS</b> Administrative Assistant III</td> </tr> </table>	<b>REGINA N. GUILALAS</b> Administrative Assistant III	<b>ALVIN V. SURIBEN</b> Administrative Assistant III	<b>DANILO D. PANGANIBAN, JR.</b> Administrative Assistant III	<b>DAN HARVEY D. CASTRO</b> Administrative Assistant III	<b>ARLENE B. CAPARAS</b> Administrative Assistant III	<b>SHERYL A. DELA PEÑA</b> Administrative Assistant III	<b>RONALYN G. PAULINO</b> Administrative Assistant III	<b>CLAIRE C. DE JESUS</b> Administrative Assistant III	<b>DAN HARVEY D. CASTRO</b> Administrative Assistant III	<b>ARLENE B. CAPARAS</b> Administrative Assistant III
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