



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

DIVISION MEMORANDUM

No. 004 s. 2024

To: Assistant Schools Division Superintendents
Administrative Assistant III- IUs (Cluster Heads)
All Others Concerned

Two-Day Clustered Consolidation of Division-wide Financial Statements and Budget Monitoring System for the Year-ended 2023 in relation with the Implementation of Project MACE (Mentoring, A-dopting, C-apacity Building, E-mpowering)

1. To improve the financial reportorial compliance and status of SDO Bulacan on Consolidation of Financial Statements. Please be informed that there will be a Two-Day Division-wide Financial Statements and Budget Monitoring System for the Year-ended 2023 in relation with the Implementation of Project MACE (M-entoring, A-dopting, C-apacity Building, E-mpowering) at the Sitio Lucia Resorts Hotel & Training Center, Sta Maria, Bulacan on January 5-6, 2024 at 8:00 am to 5:00pm.
2. The objective of the activity is to prepare the Monthly Consolidated Financial Statements and Budget Monitoring System for Year-ended December 31, 2023.
3. Attached herewith is Enclosure no. 1 – List of Participants.
4. Participants from Implementing Units are expected to bring their own laptop, pocket Wi-fi, extension and soft copies of all the financial reports.
5. 100% attendance of all concerned is required.
6. Meals and accommodation of the activity shall be charged against the SDO MOOE Funds while other related expenses are chargeable to local funds.
7. In lieu of overtime pay, the last day of the activity which is January 6, 2024 (Saturday) shall be availed as a compensatory time-off pursuant to CSC & DBM circular No.2 s. 2004.
8. This Memorandum serves as Travel Authority to the participants.
9. Immediate and wide dissemination of this Memorandum is desired.


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

Accounting Unit
January 3, 2024



Address: Provincial Capitol Compound, Brgy. Guinhawa,
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Enclosure No. 1

List of participants in the Two-Day Clustered Consolidation of Division-wide Financial Statements and Budget Monitoring System for the Year-ended 2023 in relation with the Implementation of Project MACE (Mentoring, A-dothing, C-apacity Building, E-mpowering)

Norma P. Esteban, EdD., CESO V	Schools Division Superintendent
Cecilia E. Valderama, PhD	Asst. Schools Division Superintendent
Zurex T. Bacay, PhD	Asst. Schools Division Superintendent
Aren A. Astoveza, CPA	OIC- Division Accountant
Dolores Santos	OIC- Budget Officer
Agnes M. Seifnezhad	Division Accountant
Loriann Parulan	JJ Russel MHS
Digna Curigal	Calumpit NHS
Phia Ann Agustin	FVR HS
Ana Liza Yabut	Bajet-Castillo HS
Alvin Suriben	Obando NHS
Regina Guilalas	Parada HS
Jeanette Andres	Taal HS
Danilo Panganiban Jr	San Roque NHS
Maria Angela Dionisio	Budget Unit
Yaneleen Grace Cruz	Budget Unit
Bianca Mae Borlongan	Budget Unit
John Richard Tiongson	Accounting Unit
Dan Harvey Castro	Accounting Unit
Sheryl Dela Peña	Accounting Unit
Arlene Caapas	Accounting Unit
Maria Perpetua B. Perez	TWG
Ma. Josefina Alincaestre	TWG



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