



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

April 1, 2024

DIVISION MEMORANDUM


No. 165, s. 2024

To: Assistant Schools Division Superintendents
Division Chiefs (SGOD and CID)
Unit Heads
Secondary IUs School Heads/Principals
All Others Concerned

Corrigendum to Division Memorandum no. 164, s. 2024 titled
Preparation and Consolidation of 1st Quarter FY 2024 Financial Reports in
relation to the Implementation of **Project MACE**
(**M**-entoring, **A**-dopting, **C**-apacity **B**uilding, **E**-mpowering)

1. This Office informs all Senior Bookkeepers of the 66 Implementing Units of the new schedule of preparation and consolidation of the 1st Quarter FY 2024 Financial Reports in relation to the Implementation of Project MACE (E-mpowering, A-dopting, C-apacity Building, E-mpowering), on April 2 to 3, 2024, starting 8:30pm onwards at Malolos Resort Club Royale, 32 Fausta Rd., Malolos, Bulacan and April 4, 2024 at SDO Bulacan Conference Hall.
2. Attached is the revised list of participants and assigned EDDIS Leaders.
3. All other matters stated in Division Memorandum No. 164 s. 2024 are still in effect.
4. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit
April 1, 2024


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



Address: Provincial Capitol Compound, Brgy. Guinhawa,
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Enclosure No. 1 to Office Memorandum no. 165 s. 2024

DAY 1: April 2, 2024 (Tuesday) at Malolos Resort Club Royale		
1	Division Accountant	Agnes M. Seifnezhad, CPA
2	Administrative Officer V - Budget Officer	Aren A. Astoveza, CPA
3	ADAS III - Consolidation of FAR4, Trust Fund FS	Sheryl C. dela Pena
4	ADAS III - D.O. Proper FS, GL of D.O. accounts and consolidation of Tax Remittance Advice (TRA)	Arlene B. Caparas
5	ADAS III - Check Disbursement Journal (CKDJ)	Ronalyn G. Paulino
6	ADAS I from Budget Unit	Maria Angela Dionisio
7	ADAS III from Budget Unit	Bianca C. Borlongan
8	ADAS III from Budget Unit	Yaneleen Nicolas
9	EDDIS 1 Head Senior Bookkeeper from Caniogan High School	RAY ANGELO G. ZIALCITA
10	EDDIS 2 Head Senior Bookkeeper from J. J. Vistan High School	REGIELYN B. NAVA
11	EDDIS 3 Head Senior Bookkeeper from Carlos F. Garcia NHS	KAREN JOY V. CRUZ
12	EDDIS 4 Head Senior Bookkeeper from Prenza NHS	ELLEN M. MARCELO
13	EDDIS 5 Head Senior Bookkeeper from F.C. Lipana HS	MELODY C. MORANTE
14	EDDIS 6 Head Senior Bookkeeper from Binagbag High School	IILEEN B. MARQUEZ
15	OIC-Budget Officer concurrent Accountant of SDO Baliwag	DAN LOUIS M. IGNACIO
16	nurse	
17	Monitoring and Evaluation	
18	Akle High School	representative
19	Alexis Santos HS	Wilson S. Quizon
20	Angat National High School	Mary Cris R. Cruz



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21	Bajet-Castillo High School	Ana Liza R. Yabut
22	Balagtas Agr. High School	Rainiell G. Zialcita
23	Bambang National High School (Iluminada Mendoza Roxas)	Noemi P. Chua
24	Bunsuran High School	Maria Teresa J. dela Cruz
25	Calawitan High School	Ester Grace G. Joson
26	Calumpit National High School	Digna M. Curigal
27	Cambaog National High School	Mariel C. Castillo
28	Catmon National High School	Mary Grace B. Solano
29	Dampol 1st NHS	Lailani A. Pinote
30	Dampol 2nd High School	Vincent R. Altamerano
31	Diosdado Macapagal HS	Karen P. Sarmiento
32	Doña Candelaria HS (Bambang NHS)	Marineth S. Salapong
33	Doña Remedios Trinidad (DRT) HS	Myrna C. Perez
34	Dr. Felipe de Jesus High School	representative
35	Engr. Virgilio V. Dionisio HS	Maria Shiela R. Angeles
36	F.F. Halili National Agricultural High School	Euphemiajoy B. de Belen
37	F.G. Bernardino Memorial Trade School	Evelyn L. Banguis
38	Frances HS	John Ashley V. Martinez
39	FVR HS - Julian Sumbilio HS	Jennylyn L. Pinero
40	FVR NHS	Phia Ann H. Agustin
41	Guiguinto National Vocational High School	Marilyn B. Jose
42	Iba National High School	Karmina Rizza G. Manalo
43	J.J. Mariano High School	Lovely Kate A. Espiritu
44	JJ Russell HS	Loriann C. Parulan
45	Lolomboy National High School	Carmelita B. Santos
46	M.R. Trillana High School	Jinnel S. Cruz
47	Mariano Ponce High School	Ma. Lizette A. Mariano
48	Maronquillo National High School	Nerissa SG. Calubayan
49	Masagana High School	Sahra P. Caparal
50	Minuyan High School	representative



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51	North Hills Village High School	Maria Theresa I. Funtila
52	Norzagaray High School	Christine Lynnore M. Democrito
53	Obando High School	Alvin V. Suriben
54	Obando School of Fisheries	Remedios B.
55	Parada High School	Regina N. Guilalas
56	Partida High School	Analyn R. Masil
57	Pulong Buhangin High School	Lorie Michelle S. Austria
58	Salapungan High School	Mayreen S. Buenaventura
59	San Francisco Xavier High School	Lailani Santos
60	San Ildefonso High School	Ma. Alvira Alexa Nica M. Manuzon
61	San Miguel High School	Representative
62	San Pedro HS (MRSTHS)	representative
63	San Rafael National Trade School	Dolores P. Santos
64	San Roque High School	Danilo D. Panganiban Jr.
65	Sta. Lucia High School	Maria Xenia A. Garcia
66	Sta. Maria Agro Ind HS	Cassie Deneise Z. Ocampo
67	Sta. Monica High School	Carry C. Pangan
68	Sta. Peregrina HS (Dampol 2nd)	Janice DJ. Casabuena
69	Sto. Niño High School	representative
70	Sullivan HS	representative
71	Taal High School	Jenette E. Andres
72	Talipit High School	Mark B. Olleras
73	Tiaong National High School	representative
74	Tibagan NHS	Cecilia C. Sangalang
75	Vedasto Santiago HS	Merly C. Miranda
76	Virgen delas Flores HS	Virginia T. Bernardo
77	Virginia Ramirez Cruz HS	Mc Conrad M. Santos



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DAY 2: April 3, 2024 (Wednesday) at Malolos Resort Club Royale		
1	Division Accountant	Agnes M. Seifnezhad, CPA
2	Administrative Officer V - Budget Officer	Aren A. Astoveza, CPA
3	ADAS III - Consolidation of FAR4, Trust Fund FS	Sheryl C. dela Pena
4	ADAS III - D.O. Proper FS, GL of D.O. accounts and consolidation of Tax Remittance Advice (TRA)	Arlene B. Caparas
5	ADAS III - Monitoring of MOOE Utilization, Audit of Liquidation for elementary schools	Dan Harvey D. Castro
6	ADAS III - Maintenance of RANCA and GL of PPE and semi-expendables	John Richard P. Tiongson
7	ADAS III from Budget Unit	Bianca C. Borlongan
8	ADAS III from Budget Unit	Yaneleen Nicolas
9	EDDIS 1 Head Senior Bookkeeper from Caniogan High School	RAY ANGELO G. ZIALCITA
10	EDDIS 2 Head Senior Bookkeeper from J. J. Vistan High School	REGIELYN B. NAVA
11	EDDIS 3 Head Senior Bookkeeper from Carlos F. Garcia NHS	KAREN JOY V. CRUZ
12	EDDIS 4 Head Senior Bookkeeper from Prenza NHS	ELLEN M. MARCELO
13	EDDIS 5 Head Senior Bookkeeper from F.C. Lipana HS	MELODY C. MORANTE
14	EDDIS 6 Head Senior Bookkeeper from Binagbag High School	IILEEN B. MARQUEZ
15	OIC-Budget Officer concurrent Accountant of SDO Baliwag	DAN LOUIS M. IGNACIO
16	nurse	
17	Monitoring and Evaluation	



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DAY 3: April 4, 2024 (Wednesday) at SDO Bulacan Conference Hall		
1	Division Accountant	Agnes M. Seifnezhad, CPA
2	Administrative Officer V - Budget Officer	Aren A. Astoveza, CPA
3	ADAS III - Consolidation of FAR4, Trust Fund FS	Sheryl C. dela Pena
4	ADAS III - D.O. Proper FS, GL of D.O. accounts and consolidation of Tax Remittance Advice (TRA)	Arlene B. Caparas
5	ADAS III - Monitoring of MOOE Utilization, Audit of Liquidation for elementary schools	Dan Harvey D. Castro
6	ADAS III - Maintenance of RANCA and GL of PPE and semi-expendables	John Richard P. Tiongson
7	ADAS III from Budget Unit	Bianca C. Borlongan
8	ADAS III from Budget Unit	Yaneleen Nicolas
9	EDDIS 1 Head Senior Bookkeeper from Caniogan High School	RAY ANGELO G. ZIALCITA
10	EDDIS 2 Head Senior Bookkeeper from J. J. Vistan High School	REGIELYN B. NAVA
11	EDDIS 3 Head Senior Bookkeeper from Carlos F. Garcia NHS	KAREN JOY V. CRUZ
12	EDDIS 4 Head Senior Bookkeeper from Prenza NHS	ELLEN M. MARCELO
13	EDDIS 5 Head Senior Bookkeeper from F.C. Lipana HS	MELODY C. MORANTE
14	EDDIS 6 Head Senior Bookkeeper from Binagbag High School	IILEEN B. MARQUEZ
15	OIC-Budget Officer concurrent Accountant of SDO Baliwag	DAN LOUIS M. IGNACIO
16	nurse	
17	Monitoring and Evaluation	



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