



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

July 1, 2024

DIVISION MEMORANDUM

No. 298, s. 2024

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

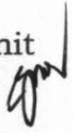
Preparation and Consolidation of the 2nd Quarter FY2024 Financial Reports in relation to the Implementation of **Project MACE** (M-entoring, A-dopting, C-apacity Building, E-mpowering)


1. This Office announces the conduct of the Preparation and Consolidation of the 2nd Quarter FY2024 Financial Reports in relation to the Implementation of **Project MACE** (M-entoring, A-dopting, C-apacity Building, E-mpowering) on July 8-9, 2024, starting 8:30 onwards at Galilee Wonderland Resort, Gen. Alejo Santos, San Pedro, 3007, Bustos, Bulakan.
2. The objectives of this activity are:
 - a. To enhance the proficiency of the finance personnel from IUs and staff from Accounting and Budget participants on the financial reporting process in the agency, including the tools and systems used during the reporting process;
 - b. To ensure that the participants understand the reporting requirements, including all the updates and changes in the regulations;
 - c. To reiterate the overall responsibility and accountability of Senior Bookkeepers; and
 - d. To prepare and submit the FY 2024 2nd Quarter Consolidated Financial Statements of the Division of Bulacan to the Regional Office.
3. Attached herewith is Enclosure no. 1 - List of Participants to the said activity,
4. All Senior Bookkeepers are required to bring hardcopies of the complete set of Financial Statements with attachments for the 2nd Quarter of FY 2024 in the reconciliation and consolidation. Participants are also advised to bring laptops and extension cables.



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

5. Meals and accommodation of all the participants and transportation of the participants from the Division Office are to be charged against the Division MOOE. Only the transportation of the participants from the Implementing Units shall be charged against their respective school MOOE subject to the usual accounting and auditing rules and regulations.
6. 100% attendance of all concerned in required.
7. If in case the participant cannot attend, he/she shall be represented by another non-teaching personnel from the same school.
8. This Memorandum serves as the Travel Authority of the participants.
9. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit
July 1, 2024 


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 Office Memorandum no. 296 s. 2024

	POSITION	NAME
1	Division Accountant	Agnes M. Seifnezhad, CPA
2	Administrative Officer V - Budget Officer	Alvin V. Suriben
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 II - Check Disbursement Journal (CKDJ)	Maricris B. Isip
7	ADAS III - downloading and liquidation for Implementing Units	John Richard P. Tiongson
8	ADAS III - Division Office Disbursements	Noel B. Salcedo
9	ADAS III - ADAS III, Monitoring of MOOE	Dan Harvey D. Castro
10	ADAS I from Budget Unit	Maria Angela Dionisio
11	ADAS III from Budget Unit	Bianca C. Borlongan
12	ADAS III from Budget Unit	Yaneleen Nicolas
13	Team Leader Senior Bookkeeper from Caniogan High School and Sto. Niño HS	Ray Angelo G. Zialcita
14	Team Leader Senior Bookkeeper from JJ Vistan NHS	Regielyn B. Nava
15	Team Leader Senior Bookkeeper from Carlos F. Garcia NHS	Karen Joy V. Cruz
16	Team Leader Senior Bookkeeper from Prenza NHS	Ellen M. Marcelo
17	Team Leader Senior Bookkeeper from F.C. Lipana HS and Tiaong NHS	Melody C. Morante
18	Team Leader Senior Bookkeeper from Binagbag HS	Iileen B. Marquez
19	Team Leader - SDO Baliwag	Dan Louis M. Ignacio
20	Nurse	Cecile C. Dineros
21	Nurse	Gary L. Lopez
22	Akle High School	Jamaica Pascual
23	Alexis Santos HS	Wilson S. Quizon
24	Angat National High School	Mary Cris R. Cruz
25	Bajet-Castillo High School	Ana Liza R. Yabut



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

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



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

57	Obando School of Fisheries	Remedios B. Hababag
58	Parada High School	Regina N. Guilalas
59	Partida High School	Analyn R. Masil
60	Pulong Buhangin High School	Lorie Michelle S. Austria
61	Salapungan High School	Mayreen S. Buenaventura
62	San Francisco Xavier High School	Lailani Santos
63	San Ildefonso High School	representative
64	San Miguel High School	Sheryl DC. Diaz
65	San Pedro HS (MRSTHS)	Alexandra Bonuz
66	San Rafael National Trade School	Dolores P. Santos
67	San Roque High School	Danilo D. Panganiban Jr.
68	Sta. Lucia High School	Maria Xenia A. Garcia
69	Sta. Maria Agro Ind HS	Cassie Deneise Z. Ocampo
70	Sta. Monica High School	Carry C. Pangan
71	Sta. Peregrina HS (Dampol 2nd)	Janice DJ. Casabuena
72	Sullivan HS	Nestor del Carmen
73	Taal High School	Jenette E. Andres
74	Vedasto Santiago HS	Merly C. Miranda
75	Virgen delas Flores HS	Virginia T. Bernardo
76	Virginia Ramirez Cruz HS	Mc Conrad M. Santos
77	Talipit National High School	Mark B. Olleras
78	Tibagan National High School	Cecille Sangalang