



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

March 27, 2025

**DIVISION MEMORANDUM**

No. 177 s. 2025

To: Assistant Schools Division Superintendent  
Budget Officer  
Secondary IUs School Heads / Principals  
Administrative Assistant III Concerned  
Accounting Unit Personnel  
All Others Concerned

**CONSULTATIVE MEETING WITH THE NEW CLUSTER HEADS RELATED TO  
FINANCIAL REPORTING FY 2025**

1. In preparation for the conduct of Preparation and Consolidation of the 1<sup>st</sup> Quarter FY 2025 Financial Reports in Relation to the Implementation of **PROJECT FORWARD** (F-inancial, O-perations, R-eporting W-ith A-nalysis, R-econciliation, D-ocumentation), this office shall convene for a consultative meeting on March 28, 2025, from 10:00 am to 2:00 pm, at the Conference Hall, 3<sup>rd</sup> Floor, SDO Bulacan Building.
2. This activity aims to discuss the activities and reports needed to ensure the accuracy and transparency of the financial reports.
3. Attached as Enclosure No. 1 is the list of participants.
4. A 100% of attendance of all concerned is required.
5. This Memorandum serves as the Travel Authority of the participants.
6. All expenses relative to the conduct of this activity such as meal shall be charged against Division MOOE while transportation expenses can be charged against school funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

Budget Unit  
March 27, 2025

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



Address: Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan  
Website: <https://bulacandeped.com>  
Email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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

Enclosure No.1 of Division Memorandum No. 177, s. 2025

**LIST OF PARTICIPANTS**

NO.	NAME	POSITION
1	Alvin V. Suriben	AO V (Budget Officer)
2	Aren A. Astoveza	COS - Consultant
3	Arlene B. Caparas	ADAS III - Accounting Unit
4	Sheryl A. Dela Peña	ADAS III - Accounting Unit
5	John Richard Tiongson	ADAS III - Accounting Unit
6	Karen Joy V. Cruz	Carlos F. Gonzales High School
7	Digna M. Curigal	Calumpit National High School
8	Melody C. Morante	F.C. Lipana High School
9	Regina N. Guilalas	Parada National High School
10	Phia Ann H. Agustin	FVR National High School
11	Danilo D. Panganiban Jr.	San Roque National High School
12	Marineth S. Salapong	Doña Candelaria Meneses High School
13	John Ashley V. Martinez	Frances High School
14	Loriann C. Parulan	John J. Russel Memorial High School (Sibul National High School)
15	Regielyn B. Nava	Jaime J. Vistan High School
16	Ray Angelo Zialcita	San Marcos National High School Annex (Caniogan High School)
17	Ana Liza R. Yabut	Bajet-Castillo High School