



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

7

September 26, 2025

Division Memorandum
No. 480 series 2025

To: Assistant Schools Division Superintendent
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 3rd Quarter FY 2025 Financial Reports in
relation to the implementation of **Project FORWARD**
(**F**-inancial, **O**-perations, **R**-eporting **W**-ith **A**-naysis, **R**-econciliation, **D**-ocumentation)

1. This Office announces the conduct of the Preparation and Consolidation of the 3rd Quarter FY 2025 Financial Reports in relation to the Implementation of **Project FORWARD** (**F**-inancial, **O**-perations, **R**-eporting **W**-ith **A**-naysis, **R**-econciliation, **D**ocumentation) on October 02-03, 2025, starting 8:30 AM onwards at Galilee Wonderland Resort, San Pedro, Bustos, Bulacan.
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 scrutinize and review any unusual accounts in the Financial Statements, particularly to the recent audit findings from COA.
 - c. To make the necessary adjusting journal entries, supported by appropriate documentation, to correct errors in the books; and
 - d. To prepare and submit the accurate FY 2025 1st to 4th Quarter Consolidated Financial Reports for the Division of Bulacan.
3. All Senior Bookkeepers are required to bring soft and hardcopies of the complete set of Financial Statements for the 1st to 3rd Quarter of FY 2025 in the reconciliation and consolidation. Participants are also advised to bring laptops, internet connection and extension cables.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@depd.gov.ph



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

4. Meals and accommodation for all participants, as well as transportation of participants from the Division Office, are to be charged against the Division's 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.
5. 100% attendance is required for all Senior Bookkeepers.
6. In case the Senior Bookkeeper cannot attend, he/she shall be represented by another non-teaching personnel from the same school.
7. This Memorandum serves as the Travel Authority of the participants.
8. Immediate and wide dissemination of this Memorandum is desired.

Budget Unit 
September 26, 2023


CECILIA E. VALDERAMA, PhD

Assistant Schools Division Superintendent
Office-In-Charge
Office of the Schools Division Superintendent



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

Enclosure No.1 of Division Memorandum No. 480, s. 2025

LIST OF PARTICIPANTS

NO.	NAME	POSITION	SCHOOL
1	JONNALYN D. GONZALES, CPA	Accountant III	Division Office
2	ALVIN V. SURIBEN	Budget Officer	Division Office
3	ARLENE B. CAPARAS	ADAS III	Division Office
4	SHERYL A. DELA PEÑA	ADAS III	Division Office
5	JOHN RICHARD P. TIONGSON	ADAS III	Division Office
6	AREN A. ASTOVEZA	COS	Division Office
7	YANELEEN GRACE C. NICOLAS	ADAS III	Division Office
8	MELISSA C. RODRIGUEZ	ADAS III	Division Office
9	BIANCA MAE DR. BORLONGAN	REGISTRAR	Lolomboy NHS-SHS
10	CLAIRE C. DE JESUS	ADAS III	Division Office
11	HAZEL THEIR B. CAISIP	Accounting Staff	Division Office
12		NURSE	Division Office
13		M&E	Division Office
14	JINKY GARCIA	ADAS III	Akle High School
15	WILSON S. QUIZON	ADAS III	Alexis Santos HS
16	MARY CRIS CRUZ	ADAS III	Angat National High School
17	ANA LIZA R. YABUT	ADAS III	Bajet-Castillo High School
18	PAULINE JEAN DM. ZIALCITA	ADAS III	Balagtas Agr. High School
19	NOEMI P. CHUA	ADAS III	Bambang National High School (Iluminada Mendoza Roxas)
20	IILEEN B. MARQUEZ	ADAS III	Binagbag High School
21	MARIA TERESA J. DELA CRUZ	ADAS III	Bunsuran National High School
22	AIJYNE C. MANANGUIT	ADAS III	Calawitan High School
23	DIGNA M. CURIGAL	ADAS III	Calumpit National High School
24	MARIEL C. CASTILLO	ADAS III	Cambaog National High School
25	RAY ANGELO G. ZIALCITA	ADAS III	Caniogan High School
26	KAREN JOY V. CRUZ	ADAS III	Carlos Gonzales High School
27	MARY GRACE B. SOLANO	ADAS III	Catmon National High School
28	LAILANI A. PINOTE	ADAS III	Dampol 1st NHS
29	VINCENT R. ALTAMERANO	ADAS III	Dampol 2nd High School



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

30	KAREN P. SARMIENTO	ADAS III	Diosdado Macapagal HS
31	MYRNA C. PEREZ	ADAS III	Doña Remedios Trinidad (DRT) HS
32	MARINETH SALAPONG	ADAS III	Doña Candelaria HS (Bambang NHS)
33	EMELITA M. GUTIERREZ	ADAS III	Dr. Felipe de Jesus High School
34	MARIA SHIELA R. ANGELES	ADAS III	ENGR. VIRGILIO V. DIONISIO HS
35	MELODY C. MORANTE	ADAS III	F.C. Lipana High School
36	ANGELITA VALENCIA	ADAS III	F.F. Halili National Agricultural High School
37	EVELYN L. BANGUIS	ADAS III	F.G. Bernardino Memorial Trade School
38	JOHN ASHLEY V. MARTINEZ	ADAS III	Frances HS
39	PHIA ANN H. AGUSTIN	ADAS III	Friendship Village Resources (FVR) NHS
40	JENNYLYN L. PINERO	ADAS III	FVR HS - JULIAN SUMBILIO HS
41	MARILYN B. JOSE	ADAS III	Guiguinto National Vocational High School
42	KARMINA RIZZA MANALO	ADAS III	Iba National High School
43	LOVELY KATE A. ESPIRITU	ADAS III	J.J. Mariano High School
44	REGIELYN B. NAVA	ADAS III	Jaime J. Vistan High School
45	LORIANN C. PARULAN	ADAS III	JJ Russell HS
46	CARMELITA B. SANTOS	ADAS III	Lolomboy National High School
47	JINNELLA S. CRUZ	ADAS III	M.R. Trillana High School
48	NERISSA SG. CALUBAYAN	ADAS III	Maronquillo National High School
49	SAHRA P. CAPARAL	ADAS III	Masagana High School
50	MARDY IGNACIO	ADAS III	Minuyan High School
51	MARIA THERESA I. FUNTILA	ADAS III	North Hill Village High School
52	CHRISTINE LYNNORE M. DEMOCRITO	ADAS III	Norzagaray High School
53	JESSIKA PULUMBARIT	ADAS III	Obando National High School
54	REMEDIOS B. HABABAG	ADAS III	Obando School of Fisheries
55	REGINA N. GUILALAS	ADAS III	Parada High School
56	ANALYN R. MASIL	ADAS III	Partida High School



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@depd.gov.ph



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

57	ELLEN M. MARCELO	ADAS III	Prenza National High School
58	LORIE MICHELLE AUSTRIA	ADAS III	Pulong Buhangin High School
59	MAYREEN S. BUENAVENTURA	ADAS III	Salapungan High School
60	EULALIA D. SANTOS	ADAS III	San Francisco Xavier High School
61	ELIZABETH CLIMACO	ADAS III	San Ildefonso National High School
62	SHERYL DC. DIAZ	ADAS III	San Miguel High School
63	ALEXANDRA M. BONUS	ADAS III	San Pedro HS (MRSTHS)
64	DOLORES P. SANTOS	ADAS III	San Rafael National Trade School
65	DANILO D. PANGANIBAN, JR.	ADAS III	San Roque High School
66	MARIA XENIA A. GARCIA	ADAS III	Sta. Lucia High School
67	ELOISA JOY MALAQUE	ADAS III	Sta. Maria Agro Ind HS
68	CARRY C. PANGAN	ADAS III	Sta. Monica High School
69	JANICE DJ. CASABUENA	ADAS III	Sta. Peregrina HS (Dampol 2nd)
70	JENETTE E. ANDRES	ADAS III	Taal High Sachool
71	MARK B. OLLERAS	ADAS III	Talipitip High School
72	JOMARIE LORENZO	ADAS III	Tiaong National High School
73	CECILIA C. SANGALANG	ADAS III	Tibagan NHS
74	MERLY C. MIRANDA	ADAS III	Vedasto Santiago HS
75	ANGELO CARLO S. ANTONIO	ADAS III	Virginia Ramirez Cruz HS



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@dep.gov.ph