



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

February 16, 2026

DIVISION MEMORANDUM

No. 89, s. 2026

**SKILLS STRENGTHENING AND FINANCIAL REPORTING WORKSHOP FOR
SELECTED SENIOR BOOKKEEPERS**

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

1. This Office announces the conduct of the **Skills Strengthening and Financial Reporting Workshop for Selected Senior Bookkeepers** on February 25, 2026, starting 8:00 am onwards at the 3rd Floor DepEd Conference Hall, DepEd Building.
2. The objectives of this activity are:
 - a. To enhance the knowledge and technical skills of selected Senior Bookkeepers in the preparation and consolidation of financial and budget reports.
 - b. To ensure accuracy, timeliness, and compliance of financial reports with the existing government accounting, budgeting, and auditing rules and regulations.
 - c. To address common issues and challenges encountered in financial reporting and provide appropriate technical guidance and updates.
3. The selected Senior Bookkeepers are required to bring a soft copy of the complete set of Financial Reports and the Budget Monitoring System. Participants are also advised to bring laptops and extension cables.
4. Participants in this activity are:

Name	Office	Position
1. Jonnalyn D. Gonzales	Division Office	Accountant III
2. Alvin V. Suriben	Division Office	AO V



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3. Arlene B. Caparas	Division Office	ADAS III
4. Sheryl A. Dela Peña	Division Office	ADAS III
5. Claire De Jesus	Division Office	ADAS III
6. Richard Tiongson	Division Office	ADAS III
7. Melissa Cabal Rodriguez	Division Office	ADAS III
8. Adrian M. Doroja	Division Office	ADAS I
9. Jennifer E. Feliciano	Angat NHS	ADAS III
10. Wilson S. Quizon	Alexis Santos HS	ADAS III
11. Maria Teresa J. Dela Cruz	Bunsuran NHS	ADAS III
12. Mary Grace S. Delos Reyes	Bunsuran NHS-Annex (Masagana)	ADAS III
13. Aeron Lee C. Baybay	Calawitan NHS-Annex (Akle HS)	ADAS III
14. Angelo Carlo S. Antonio	Virginia Ramirez HS	ADAS III
15. Elizabeth C. Climaco	San Idefonso HS	ADAS III
16. Anna Ysabelle G. Perez	FF Halili Agri. HS	Accountant I
17. Jessika N. Pulumbarit	Obando NHS	ADAS III
18. Janine Lyka B. San Juan	Salapungan NHS	ADAS III
19. Jennylyn L. Pinero	Julian Sumbillo HS	ADAS III
20. Mary Grace B. Solano	Catmon NHS	ADAS III
21. Myrna C. Perez	Laura de Leon Halili HS (DRT)	ADAS III
22. Rafael Balagtas III	Pulong Buhangin NHS	ADAS III
23. Vincent R. Altamerano	Dampol 2 nd NHS	ADAS III
24. Emelita M. Guitierrez	Dr. Felipe De Jesus HS	ADAS III
25. Jinnella S. Cruz	M.R Trillana HS (Hagonoy)	ADAS III

- Meals for all participants shall be charged against the Division's MOOE. Transportation expenses of participants from the Implementing Units shall be charged against their respective school MOOE, subject to the usual accounting and auditing rules and regulations.
- 100% attendance is required for selected Senior Bookkeepers.
- This Memorandum shall serve as the Travel Authority of the participants.
- Immediate and wide dissemination of this Memorandum is desired.

Budget Unit
February 16, 2026


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent



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