



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



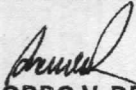
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November 15, 2018

DIVISION MEMORANDUM

No. 320 s. 2018

TO : Secondary Schools with Approved Agency Code (new)
School Accountants/Bookkeepers
School Disbursing Officers
All Other Concerned

FROM : 
SOCORRO V. DELA ROSA CESO VI
Schools Division Superintendent

SUBJECT : **TRAINING-WORKSHOP FOR THE NEWLY HIRED FINANCIAL
STAFF POSITIONS ON FINANCIAL MANAGEMENT
INFORMATION SYSTEM**

1. Pursuant to Regional Memorandum No. 147 s. 2018 dated August 27, 2018, this Office hereby directs the conduct of the 3 Day Live-In Training Workshop for the Newly Hired Financial Staff Positions on Financial Management Information System on **December 4 - 7, 2018 at Amenia Beach Resort, Palawig, San Andres, Catanduanes.**
2. Participants are newly hired School Accountants/Bookkeepers, School Disbursing Officers/ School Principal with Approved Agency Code (new) and ADAS whose functions relates to budgeting, accounting and disbursing.
3. Participants also are required to bring their laptop and calculator.
4. Registration will be done in the afternoon of Day 0 (December 4, 2018- 4:00pm) before Dinner.
5. Travelling expenses shall be charged against the respective local funds while meals, accommodation, t-shirts, supplies and other miscellaneous expenses shall be charged against the HRD Funds for Personnel of Schools and Learning Centers.
6. List of Participants will be posted in the Division Office Lobby
7. For further inquiries, please contact the following:
CAROL V. LIM - 09204657963
SENICA ZAFE - 09301789924
CARMELA MOLOD -09212526601
8. For information, guidance and compliance

LIST OF PARTICIPANTS IN TRAINING-WORKSHOP FOR THE NEWLY HIRED FINANCIAL STAFF ON FINANCIAL STAFF MANAGEMENT SYSTEM

Elementary

SCHOOL	DISBURSING OFFICER	ACCOUNTANT/SR. BOOKKEEPER	SCHOOL PRINCIPAL	TOTAL
Schools Division Office		JUANITO TORRES		2
Bugao CES	MARK LESTER V. URBANO	JANET SOCITO		2
Bagamanoc CES	MARIA KARIZA D. TAN	JACKIELYN N. CERILLO		2
Agban CES	GIAN JAY A. SARMIENTO	GRETCHEN T. OLFINDO		2
Baras CES	APRIL P. SAMUDIO	JOCELYN B. SORIANO		2
Bato CES	WHITNEY JAMES T. SALES	ESTRELLA T. CHAVEZ		2
Bote IS	CHERIE T. ARAITE	MELISSA D. CANDELARIA		2
Caramoran CES	JOHN ANTHONY V. PITAJEN	NICANDRO CASTILLA		2
Datag CES	GINA V. BELCHEZ	NAOEMI SHARMAINE M. ARCEGA		2
Gigamoto CES	KRISTINA T. ARCILLA	RENILDA S. GUD		2
Tabugoc CES	DOLORES B. GUERRERO	ELVIS M. MENDADOR		2
Pandan CES	JASON A. OLIVEROS	ELADIO A. TABINAS JR.		2
Panganiban CES	MARLETT A. DE LA VINA	GERALDINE T. SUNGA		2
San Andres CES	SHIELA G. DELA CRUZ	PAULIN JOHN T. JOSON		2
Cabcab CES	EMILIE T. SONEJA	KRISTINA L. VIVO		2
Mabato CES	SARAH KAYE T. LATOZA	LANIE B. MENDOZA		2
San Miguel CES	JENELINDO T. TEVES	SHANE TOLENTINO		2
Tambongon CES	JOHN GREGORY C. TITO	MARY GRACE G. MONJARDIN		2
Viga CES	NORA O. CAPISTRANO	DREXEL ASUNCION O. MOLINA		2
Virac Pilot ES	ELMA V. PITAJEN	RAQUEL S. TUMALA		2
Virac CES	ROBERT V. VARGAS	SAUL G. ALEJANDRO		1
		TOTAL		41

NOTE:

ADAs performing Budget, Accounting and Disbursing functions are authorized to attend. Please coordinate with CAROL V. LIM (0920 465 7963), SENICA P. ZAFE (0930 178 9924) and CARMELA MOLOD (0921 252 6601).

LIST OF PARTICIPANTS IN TRAINING-WORKSHOP FOR THE NEWLY HIRED FINANCIAL STAFF ON FINANCIAL STAFF MANAGEMENT SYSTEM

Secondary

SCHOOL	DISBURSING OFFICER	ADMINISTRATIVE ASSISTANT	ACCOUNTANT/SR. BOOKKEEPER	SCHOOL PRINCIPAL	TOTAL
Bote IS	CHERIE T. ARAITE		NICANDRO CASTILLA		2
Cabugao IS	MA. JARY KAAR G. BONAVENTE			ROY J. TEJERERO	2
Supang-Datag NHS	TERESITA S. SAPICO	MARK SYLVESTRE	ALYANNA MAE T. ARADOR	MARY ROSE V. STA. ROSA	4
Tubli NHS		JOSE TABLATE	MARIECHRIS T. ICARO		2
LIV NHS	DELIA A. MANLANGIT		ROSE ANN Z. DE QUIROZ		2
Panganiban NHS	JINKY MARIE T. SERDUAR		SETH A. RODRIGUEZ JR.		2
Buyo IS	HERBERT I. EVANGELISTA JR.		LUISITO T. DE LEON		2
San Jose NHS		MARK ANTHONY TABO	HAROLD PAUL T. BAÑAS		2
Bugao NHS	NAOMI C. SANTELICES		ROBERT. DE LUNA	MA. GELYN SEGISMUNDO (OIC)	3
San Vicente NHS					
Agban NHS					
Dororian NHS	ERIC B. SAMUDIO		JHONA MAE J. VARGAS		2
Sicmil IS					
Milaviga IS					
Darlao NHS	RAMZE V. SURBAN		SANTOS T. TALION		2
Cabcab NHS					
Lictin IS	NICOLE ZYBELL F. BASINIO		HAZEL C. MANLAGNIT		2
Tinago NHS					
San Andres VS	ANUNCIACION M. PEREZ (AO2)		JULIE ANN GONZALES	CLEMENTE OLARTE	1
Antipolo NHS		JETHRO TORRENTE			2
Pandan SAT		ROSELYN FERNANDEZ			1
Viga RDHS		ALDRIN T. SARMIENTO			2
Caramoran SF	JANICE M. SAPAULA	VIRGILO MOLINA JR.			1
Baras RDHS		SALVACION NAVARRO			2
Caramoran RDHS		ANNIE GEISHA MATTIENZO			1
Cabcab NHS		DEBBIE BONGON			1
		TOTAL			39

NOTE:

ADAs performing Budget, Accounting and Disbursing functions are authorized to attend. Please coordinate with CAROL V. LIM (0920 465 7963), SENICA P. ZAFE (0930 178 9924) and CARMELA MOLOD (0921 252 6601).