
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p>Division Memo No. <u>97</u> s. <u>2019</u></p>		<p>Name of Office: OSDS- Finance</p>	

TO: Public Schools District Supervisors/District Coordinators
School Heads (Elementary, Secondary – Non IUs & Senior High Schools)
All Others Concerned

FROM: 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent 

FEB 12 2019

SUBJECT: RE-CLUSTERING OF ELEMENTARY SCHOOLS AND SECONDARY NON-IMPLEMENTING UNITS (Non-IUs) HANDLED BY FINANCE PERSONNEL

DATE: February 4, 2019

1. Consistent with Regional Memorandum No. 225 s. 2015, each bookkeeper is assigned to a cluster of elementary and secondary schools (Non-IUs) and shall in accordance with a planned schedule, report/visit every school assignment at least once a month, there is a need of re-clustering of schools handled by the Finance Personnel, Administrative Assistant III and Administrative Assistant II.
2. As finance personnel, their primary functions are for finance and they directly report to the Schools Division Superintendent and Division Accountant as far as downloading of Maintenance and Other Operating Expenses (MOOE), liquidation of cash advance and other financial matters are concerned.
3. The ADAS III and ADAS II shall provide financial services to all the schools, elementary, secondary non-IUs and senior high school within the division.
4. **Enclosure No. 1** refers to the clustering of schools.
5. **Enclosure No. 2** refers to the functions of these personnel.
6. Immediate and wide dissemination of this Memorandum is earnestly required.

NLB/fcp



Republic of the Philippines
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790;
Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

Enclosure No. 1, s. 2019

FEB 12 2019

DIVISION MEMORANDUM

No. 37 s. 2019

2019 CLUSTERING OF SCHOOLS

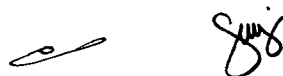
SCHOOLS	BOOKKEEPER	ADAS II
ATOK DISTRICT		
Bilis Elementary School	Eufralyn Celino	
Boneng ES	Eufralyn Celino	
Cagui-ing ES	Eufralyn Celino	
Busoc PS	Karen Arceo	
Mauro Laruan ES	Karen Arceo	
Beckes Pol-oc PS	Larian Sagayo	
Bosleng ES	Larian Sagayo	
Calasipan ES	Larian Sagayo	
Rufino Alawas ES	Larian Sagayo	
Celo Haight ES	Larian Sagayo	
Oyusan PS	Larian Sagayo	
Adoyunan ES	Larian Sagayo	
Dalmacio Miguel PS	Larian Sagayo	
Englandad PS	Liezl Eustaquio	
Bonglo ES	Liezl Eustaquio	
Ja'pa PS	Liezl Eustaquio	
Caliking ES	Liezl Eustaquio	
Camp 30 ES	Liezl Eustaquio	
Camp 30 NHS	Liezl Eustaquio	
Filomena P. Cating ES	Liezl Eustaquio	
Naguey ES	Liezl Eustaquio	
Pasdong ES	Liezl Eustaquio	
Topdac ES	Liezl Eustaquio	
BAKUN DISTRICT		
Ampusongan NHS - Main	Deshel Wayan	
Labinio-Mariano ES	Deshel Wayan	
Yugo-Bantales Elementary School	Deshel Wayan	
Bakun NHS Extension-Sinacbat	Kezel Joy Pulquiso	
Dio-alan PS	Kezel Joy Pulquiso	
Bagu ES	Kezel Joy Pulquiso	
Barbarit PS	Kezel Joy Pulquiso	

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SCHOOLS	BOOKKEEPER	ADAS II
Ampusongan ES	Kezel Joy Pulquiso	
Ketagan-Cabatan ES	Kezel Joy Pulquiso	
Palidan ES	Kezel Joy Pulquiso	
Guing-oy Elementary School	Kezel Joy Pulquiso	
Masalin Primary School	Kezel Joy Pulquiso	
Dalingoan ES	Kezel Joy Pulquiso	
Sinacbat ES	Kezel Joy Pulquiso	
Tingbaoen-Galisen ES	Kezel Joy Pulquiso	
Cabutotan ES	Leona Laita	
Tanas ES	Leona Laita	
Tap-ayao-Abiyang ES	Leona Laita	
Talbino ES	Leona Laita	
Bagtangan ES	Leona Laita	
Batanes Primary School	Leona Laita	
Bakun CS	Leona Laita	
Copcopit ES	Leona Laita	
Labinio-Acquisio ES	Leona Laita	
Ampusongan NHS - Kayapa Ext.	Twinkle Asudera	
Bulisay ES	Twinkle Asudera	
Kayapa ES	Twinkle Asudera	
Nagawa ES	Twinkle Asudera	
Bakun National High School	Twinkle Asudera	
Cadsi Amoy ES-Main	Twinkle Asudera	
Lamew ES	Twinkle Asudera	
Legab ES	Twinkle Asudera	
Cadsi-Amoy ES - Poway Annex	Twinkle Asudera	
BOKOD DISTRICT		
Karao ES	Avelina Pepoa	
Nawal ES	Avelina Pepoa	
Wakal ES	Avelina Pepoa	
Bawempeta PS	Avelina Pepoa	
Ambangeg ES	Avelina Pepoa	
Bila ES	Avelina Pepoa	
Camanggaan ES	Avelina Pepoa	
Daklan Es	Avelina Pepoa	
Ekip ES	Avelina Pepoa	
Liboong PS	Avelina Pepoa	
Naswak ES	Avelina Pepoa	
Palansa ES	Avelina Pepoa	
Tikey Primary School	Avelina Pepoa	
Alberto Cuilan Mem. School	Avelina Pepoa	
Bunagan Primary School	Avelina Pepoa	
Line 10 PS - Palpalan	Avelina Pepoa	

SCHOOLS	BOOKKEEPER	ADAS II
Karao Tribe Elementary School	Avelina Pepoa	
Bakian Guiniawan PS	Avelina Pepoa	
Ambuklao ES	Brigette Antonio	
Banao ES	Brigette Antonio	
Bangao ES	Brigette Antonio	
Bangen ES	Brigette Antonio	
Bantas Suanding ES	Brigette Antonio	
Bisal ES	Brigette Antonio	
Bokod CS	Brigette Antonio	
Bulo ES	Brigette Antonio	
Kawal ES	Brigette Antonio	
Kiweng PS	Brigette Antonio	
Alfredo P. Chanao Elementary School	Brigette Antonio	
Otbong PS	Brigette Antonio	
Adonot PS	Brigette Antonio	
Galsa ES	Brigette Antonio	
Pilpiok ES	Brigette Antonio	
Akbot Alicnas ES	Brigette Antonio	
Pidile PS	Brigette Antonio	
Celo Doni PS	Brigette Antonio	
Poodan ES	Brigette Antonio	
Ambayec PS	Brigette Antonio	
Bokod NHS-Main	Daphne Angelica Espara	
Daklan NHS	Daphne Angelica Espara	
Bokod NHS-Extension	Daphne Angelica Espara	
TSHI- Ambuklao Annex	Daphne Angelica Espara	
BUGUIAS DISTRICT		
Alapang ES	Catalina Lomasok	
Calamagan PS	Catalina Lomasok	
Tindo-Bosania PS	Catalina Lomasok	
Pasbol-Belino Elementary School	Catalina Lomasok	
Bacasen-Wakit ES	Catalina Lomasok	
Ambanglo PS	Catalina Lomasok	
Bangsalan-Daganos PS	Catalina Lomasok	
Bad-ayan ES	Catalina Lomasok	
Pan-ayaoan ES	Catalina Lomasok	
Buguias CS	Catalina Lomasok	
Paing ES	Catalina Lomasok	
Pugo James Mocate ES	Catalina Lomasok	
Abatan ES	Gladys Vicente	Ma. Suzette Lagasca
Loo ES	Gladys Vicente	Ma. Suzette Lagasca
Taba-ao PS	Gladys Vicente	Ma. Suzette Lagasca
Loo National High School	Gladys Vicente	Ma. Suzette Lagasca
Sinipsip NHS Main	Jennilyn Alfredo	Christian Soriano

SCHOOLS	BOOKKEEPER	ADAS II
Sinipsip NHS Natubleng Extension	Jennilyn Alfredo	Christian Soriano
Cotcot-Talabis ES	Kristy Ann Ma-anao	
Lam-ayan ES	Kristy Ann Ma-anao	
Tin-apan PS	Kristy Ann Ma-anao	
Bangao Moreno ES	Kristy Ann Ma-anao	
Bangao NHS	Kristy Ann Ma-anao	
Laduan PS	Libina Sarac	
Lengaoan-Waking ES	Libina Sarac	
Cabuguiasan PS	Libina Sarac	Christian Soriano
Nabalicong Saltin ES	Libina Sarac	Christian Soriano
Natubleng ES	Libina Sarac	Christian Soriano
Bayoyo-Lukingan-Awal ES	Libina Sarac	
Bekes ES	Libina Sarac	
Amgaleyguey PS	Libina Sarac	
Sagandoy ES	Libina Sarac	
Tonglo-Cariño PS	Libina Sarac	
Saclalan Sagandoy ES	Libina Sarac	
Sinipsip ES	Libina Sarac	Christian Soriano
Bano-oy ES	Manilyn Laoyan	
Buyacaoan ES	Manilyn Laoyan	
Amlimay ES	Manilyn Laoyan	
Bot-oan ES	Manilyn Laoyan	
Catlubong-Adiston ES	Manilyn Laoyan	
Cayapas ES	Manilyn Laoyan	
Guioeng ES	Manilyn Laoyan	
Kimpit PS	Manilyn Laoyan	
Naytokyab ES	Manilyn Laoyan	
Orlani Telitel PS	Manilyn Laoyan	
Deccan PS	Manilyn Laoyan	
Engay Willie Bay-an (Kayang) Primary School	Manilyn Laoyan	
Catlubong National High School	Manilyn Laoyan	
ITOGON I DISTRICT		
Botic ES	Carmel Siong	
Gumatdang ES	Carmel Siong	
Liang PS	Carmel Siong	
Luneta ES	Carmel Siong	
Midas ES	Carmel Siong	
Pacalso ES	Carmel Siong	
Tocmo ES	Carmel Siong	
Ucab ES	Carmel Siong	
Binga NHS	Carmel Siong	
Baguio Gold Elementary School	Carmel Siong	
Gold Creek ES	Carmel Siong	
Loacan National High School	Carmel Siong	

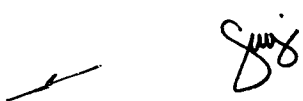


SCHOOLS	BOOKKEEPER	ADAS II
Maximino Fianza Lopez ES	Joan Padopad	
Binga ES	Joan Padopad	
Domolpos Com. Sch.	Joan Padopad	
Labilab ES	Joan Padopad	
Loacan ES	Joan Padopad	
Tuding ES	Joan Padopad	
Lusod Community School	Joan Padopad	
Jose F. Opiles ES	Joan Padopad	
Saybuan PS	Joan Padopad	
Tinongdan ES	Joan Padopad	
Fianza Memorial National High School	Joan Padopad	
ITOGON II DISTRICT		
Acupan ES	Richelle Dioayan	
Dalicno ES	Richelle Dioayan	
Virac ES	Richelle Dioayan	
Balatoc ES	Richelle Dioayan	
Fianza ES	Vivian Kidange	
Itogon CS	Vivian Kidange	
Lawiguen Com. Sch.	Vivian Kidange	
Solomon Solano ES	Vivian Kidange	
Oling Elementary School	Vivian Kidange	
Sayo Primary School	Vivian Kidange	
Tabu Elementary School	Vivian Kidange	
Laurencio Fianza NHS - Main	Vivian Kidange	
Laurencio Fianza NHS Annex-Bantic	Vivian Kidange	
Ampucao ES	Zonia Mae Quipot	
Banget ES	Zonia Mae Quipot	
Lab-ang Com. Sch.	Zonia Mae Quipot	
Manganese ES	Zonia Mae Quipot	
Tapsan ES	Zonia Mae Quipot	
Daynet ES	Zonia Mae Quipot	
Simpa Primary School	Zonia Mae Quipot	
Ampucao National High School	Zonia Mae Quipot	
Goldfield PS	Zonia Mae Quipot	
KABAYAN DISTRICT		
Abucot ES	Heidi Aquisan	
Adaoay ES	Heidi Aquisan	
Anchokey PS	Heidi Aquisan	
Duacan PS	Heidi Aquisan	
Eddet ES	Heidi Aquisan	
Adaoay NHS Extension - Abucot	Heidi Aquisan	
Awing PS	Heidi Aquisan	
Mt. Pulag Elementary School	Heidi Aquisan	
Batan ES	Heidi Aquisan	

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SCHOOLS	BOOKKEEPER	ADAS II
Tamang ES	Heidi Aquisan	
Bashoy ES	Mark Christian Mackay	
Adaoay National High School	Mark Christian Mackay	
Lebeng PS	Mark Christian Mackay	
Kabayan CS	Mark Christian Mackay	
Mongoto ES	Narcisa Diaus	
Asokong Pacso ES	Narcisa Diaus	
Asokong Pacso ES - Annex	Narcisa Diaus	
Ballay ES	Narcisa Diaus	
Bio B. Midol ES	Narcisa Diaus	
Chapides ES	Narcisa Diaus	
Kabayan Bo. ES	Narcisa Diaus	
Lusod ES	Narcisa Diaus	
Tawangan ES	Narcisa Diaus	
Tinaleb ES	Narcisa Diaus	
Tawangan-Lusod NHS	Narcisa Diaus	
KAPANGAN DISTRICT		
Ampongot ES	Armacita Honorio	
Cayapes Bo. Sch.	Armacita Honorio	
Gadang ES	Armacita Honorio	
Kapangan Central School	Armacita Honorio	
Laoangan Bo. Sch.	Armacita Honorio	
Liblibeng Bo. Sch.	Armacita Honorio	
Sagubo ES	Armacita Honorio	
Tadayan Bo. Sch.	Armacita Honorio	
Kapangan National High School	Armacita Honorio	
Balakbak ES	Faye Peping	
Beleng-Belis Barrio School	Faye Peping	
Boklaoan ES	Faye Peping	
Cuba Bo. Sch.	Faye Peping	
Pakawan Barrio School	Faye Peping	
Tawang Barrio School	Faye Peping	
Ubod Bo. Sch.	Faye Peping	
Kapangan Central NHS (RA8841)	Faye Peping	
Taba-ao ES	Faye Peping	
Lomon ES	Jigie Basilio	
Longboy ES	Jigie Basilio	
Toplac Bo. Sch.	Jigie Basilio	
GBDAIS Extension	Jigie Basilio	
Paykek ES	Jigie Basilio	
Pudong ES	Jigie Basilio	
Baguionas Bo. Sch.	Julius Dig-o	
Catiaoan Bo. Sch.	Julius Dig-o	
Gaswiling Bo. Sch.	Julius Dig-o	

SCHOOLS	BOOKKEEPER	ADAS II
Kaliwaga Barrio School	Julius Dig-o	
Datakan ES	Eufraelyn Celino	
Pongayan Bo. Sch.	Eufraelyn Celino	
KIBUNGAN DISTRICT		
Napsong Bo. Sch.	Febra Canuto	
Batangan Elementary School	Febra Canuto	
Kibungan CS	Febra Canuto	
Legleg Bo. Sch.	Febra Canuto	
Palina ES	Febra Canuto	
Polis Bo. Sch.	Febra Canuto	
Sagpat ES	Febra Canuto	
Es-Esa Soblino Alodos ES (Tacadang)	Febra Canuto	
Tacadang NHS	Febra Canuto	
Les-eng Primary School	Febra Canuto	
Sapdaan Primary School	Febra Canuto	
Badeo Bo. Sch.	Hazel Kitongan	
Bekes Elementary School	Hazel Kitongan	
Ewa-Bokes Elementary School	Hazel Kitongan	
Lanipew Bo. Sch.	Hazel Kitongan	
Lubo ES	Hazel Kitongan	
Gasal Bo. Sch.	Hazel Kitongan	
Mocgao Elementary School	Hazel Kitongan	
Saddle ES	Hazel Kitongan	
Tableo Bo. Sch.	Hazel Kitongan	
Camilo Lucaben ES	Julie Ann Soriano	
Enrique Jose ES	Julie Ann Soriano	
Pakpakitan Elementary School	Julie Ann Soriano	
Tabbac Bo. School	Julie Ann Soriano	
Tonguey-Nalusbo PS	Julie Ann Soriano	
Madaymen National High School	Julie Ann Soriano	
LA TRIDAD DISTRICT		
Alapang Camp. Dangwa ES	Elsa Baglao	
Alno-Kadoorie ES	Elsa Baglao	
Bahong ES	Elsa Baglao	
Benguet National High School-Alno	Elsa Baglao	
Tacdian ES	Elsa Baglao	
Tawang ES	Elsa Baglao	
Buyagan ES	Joana Durante	
Benguet SPED Center	Joana Durante	
Lamtang Elementary School	Joana Durante	
Wangal ES	Joana Durante	
Bekkel ES	Jonielyn Tayaban	
Balukas Elementary School	Jonielyn Tayaban	



SCHOOLS	BOOKKEEPER	ADAS II
Bineng ES	Jonielyn Tayaban	
Lamut ES	Jonielyn Tayaban	
Bodiweng ES	Jonielyn Tayaban	
CRSHS	Maricel Codimdim	Dave Bagta
La Trinidad NHS	Maricel Codimdim	Jacqueline Balwang
Lubas ES	Marissa Budoy	Jacqueline Balwang
Ambiong ES	Marissa Budoy	
Balili ES-La Trinidad	Marissa Budoy	Jacqueline Balwang
La Trinidad CS	Marissa Budoy	
Benguet National High School-Bineng	Marissa Budoy	
Eastern La Trinidad NHS	Marissa Budoy	
Pagal ES	Vina Marie Pangcawey	
Longlong ES	Vina Marie Pangcawey	
Pico ES	Vina Marie Pangcawey	
Puguis Elementary School	Vina Marie Pangcawey	
Talinguoy ES	Vina Marie Pangcawey	
Benguet National High School-Puguis	Vina Marie Pangcawey	
MANKAYAN DISTRICT		
Bulalacao ES	Geraldine Concepcion	
Guinaoang ES	Geraldine Concepcion	
Am-am ES	Geraldine Concepcion	
Baguyos PS	Geraldine Concepcion	
Las-igan ES	Geraldine Concepcion	
Ulsino PS	Geraldine Concepcion	
Mantiyeng PS	Geraldine Concepcion	
Paco ES	Geraldine Concepcion	
Palatong ES	Geraldine Concepcion	
Payeo PS	Geraldine Concepcion	
Suyoc ES	Geraldine Concepcion	
Taneg ES	Geraldine Concepcion	
Guinaoang National High School	Geraldine Concepcion	
Balili NHS-Main	Geraldine Concepcion	
Bulalacao NHS	Geraldine Concepcion	
Cabitin ES	Glenda Domegyay	
Marivic ES	Glenda Domegyay	
Mogao ES	Glenda Domegyay	
Bedbed NHS	Glenda Domegyay	
Balili NHS Annex-Cabacab	Glenda Domegyay	
Ampuntoc PS	Glenda Domegyay	
Ayosep PS	Glenda Domegyay	
Balili ES-Mankayan	Glenda Domegyay	
Bedbed Elementary School	Glenda Domegyay	
Cabacab Elementary School	Glenda Domegyay	
Ca-ew ES	Glenda Domegyay	

SCHOOLS	BOOKKEEPER	ADAS II
Camapaguey ES	Glenda Domegyay	
Taneg PS	Glenda Domegyay	
Lap-angan PS	Glenda Domegyay	
Bato PS	Glenda Domegyay	
Kema PS	Jenethz De Los Santos	
Colalo ES	Jenethz De Los Santos	
Cotcot PS	Jenethz De Los Santos	
Guiweng PS	Jenethz De Los Santos	
Pacda Primary School	Jenethz De Los Santos	
Sapid ES	Jenethz De Los Santos	
Dagadag Primary School	Jenethz De Los Santos	
Sayapot PS	Jenethz De Los Santos	
Tabio National High School	Jenethz De Los Santos	
Lepanto ES	Jenethz De Los Santos	
Mankayan Central School	Jenethz De Los Santos	
Cabiten NHS (RA9087)	Jenethz De Los Santos	
SABLAN DISTRICT		
Tagadi ES	Gwen Pocdihon	
Ebbes ES	Gwen Pocdihon	
Mating Mang-osan ES	Gwen Pocdihon	
Palali ES	Gwen Pocdihon	
Talete MG School	Gwen Pocdihon	
Taya MG School	Gwen Pocdihon	
Amsalsal PS	Gwen Pocdihon	
Bayabas MG School	Nomar Simeon	
Michael G. Angel Elementary School	Nomar Simeon	
Pappa MG School	Nomar Simeon	
Sablan CS	Nomar Simeon	
Sablan NHS	Nomar Simeon	
Sablan NHS Extension-Balluay	Shirlyne Gay Joseph	
Jose Gonzales ES	Shirlyne Gay Joseph	
Omas Ampaguey ES	Shirlyne Gay Joseph	
Yabyabuan MG School	Shirlyne Gay Joseph	
TUBA DISTRICT		
Andolor PS	April Belgica	
Gavino Palaoag ES	April Belgica	
Indaoac ES	April Belgica	
Lubas ES	April Belgica	
Saguitlang ES	April Belgica	
Asin ES	April Belgica	
Mariano Sabarino ES	April Belgica	
Piminggan ES	Charine Abuan	Glenford Cariño
Evelio Memorial NHS Annex - Ansagan	Charine Abuan	Glenford Cariño

SCHOOLS	BOOKKEEPER	ADAS II
Sioco Carino ES	Charine Abuan	Glenford Cariño
Evelio Javier Memorial NHS - Main	Charine Abuan	Glenford Cariño
Twin Peaks NHS	Charine Abuan	Glenford Cariño
Camp 4 ES	Charine Abuan	Glenford Cariño
Camp 6 ES	Charine Abuan	Glenford Cariño
Ligay ES	Elma Pulquiso	
Labney PS	Elma Pulquiso	
Paran Laruan ES	Elma Pulquiso	
Nangalisan ES	Elma Pulquiso	
Tuba Central NHS	Elma Pulquiso	
Kabuyao ES	Elma Pulquiso	
Salpang ES	Elma Pulquiso	
Taloy Norte ES	Elma Pulquiso	
Taloy Sur ES	Elma Pulquiso	
Toybongan ES	Elma Pulquiso	
Camp 3 ES	Ezra Fiao-ag	
Klondykes ES	Ezra Fiao-ag	
Torre ES	Ezra Fiao-ag	
Taloy Sur NHS	Ezra Fiao-ag	
Tuba Central School	Ezra Fiao-ag	
Batuan ES	Ezra Fiao-ag	
Miguel Palispis ES	Ezra Fiao-ag	
Poyopoy ES	Ezra Fiao-ag	
Besong-Saddle PS	Ezra Fiao-ag	
San Pascual ES	Ezra Fiao-ag	
Gilbert Semon ES	Gwen Pocdihon	
Kiwas ES	Gwen Pocdihon	
Yagyagan ES	Nomar Simeon	
TUBLAY DISTRICT		
Moran ES	Eufraelyn Celino	
Basil ES	Eufraelyn Celino	
Palew ES	Eufraelyn Celino	
Pangablan PS	Jonathan Joven	
Albis ES	Jonathan Joven	
Ambongdolan ES	Jonathan Joven	
Baayan ES	Jonathan Joven	
Langbis PS	Jonathan Joven	
Ciriaco Magno ES	Jonathan Joven	
Dackias ES	Julius Dig-o	
Baayan ES - Annex	Julius Dig-o	
Tublay CS	Julius Dig-o	
Sto. Niño ES	Julius Dig-o	
TSHI Extension	Julius Dig-o	

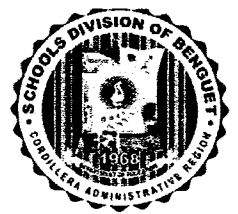



SCHOOLS	BOOKKEEPER	ADAS II
Balangabang ES	Karen Arceo	
Dorencio ES	Karen Arceo	
Luisa Becka ES	Karen Arceo	
Mamuyod ES	Karen Arceo	
Paoad ES	Karen Arceo	
Pontino ES	Karen Arceo	
Implementing Units (Senior High School Fund)		
Alejo M. Pacalso Memorial NHS	Jennilyn Alfredo	
Atok NHS	Jennilyn Alfredo	
Benguet National High Cschoo]-Main	Jennilyn Alfredo	
Buguias NHS	Jennilyn Alfredo	
Gov. Bado Dangwa Agro-Industrial School	Jennilyn Alfredo	
Kamora NHS	Jennilyn Alfredo	
Kibungan NHS	Jennilyn Alfredo	
Lepanto NHS	Jennilyn Alfredo	
Mankayan NHS	Jennilyn Alfredo	
Tuba NHS (Nangalisan)	Jennilyn Alfredo	
Tublay School of Home Industries	Jennilyn Alfredo	





Republic of the Philippines
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



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Enclosure No. 2, s. 2019
DIVISION MEMORANDUM
No. A s. 2019

FEB 12 2019

Functions and Responsibilities

1. Preparation of Disbursement Vouchers with complete attachments and requirements per DepEd Orders and COA rules and regulations.
2. Preparation and submission of monthly Check Disbursement Journal (CkDJ) or monthly Cash Disbursement Journal (CDJ) together with the Liquidation Reports (LR) and Journal Entry Voucher (JEV) of all cash advances made to all the cluster schools on or before the last working day of the month. Thus, all documents necessary for the monthly liquidation of cash advance should be followed up and secured by the ADAS from each school head before the deadline.
3. Checking not only the completeness of attachments for each liquidation but also ensuring that expenditures are in accordance with DepEd Orders and COA rules and regulations.
4. Checking of amount of cash advance to be downloaded against the Work and Financial Plan (WFP), annual Project Procurement Management Plan (PPMP) and School's Operating Budget (SOB) and ensuring that the amount of cash advance each school is requesting is in agreement with the estimated amount of each program and period within which they are intended to be implemented.
5. Keeping the schools' Work and Financial Plan, Subsidiary Ledgers (SL) and Index of Payment (IP) updated after cash advance has been made to the schools.
6. Preparation of the certification of No Unliquidated Cash Advance.
7. Preparation of monthly Bank Reconciliation Statement.
8. Monthly reconciliation of records and subsidiary ledgers of school MOOE and other programs with the Budget Office and ADAS II (assigned in the SDO).
9. Providing assistance to all the school heads in the preparation of all WFP for MOOE, SBFP and other programs where funds are to be downloaded to the schools thru the SDO.
10. Counterchecking of Report of Attendance of teachers and school heads for Special Hardship Allowance against their Daily Time Records.
11. Ensure that MOOE Liquidations are posted on the Transparency Board of the schools.
12. To perform other related jobs that may be deemed necessary in expediting the services being delivered by the finance unit to all the clientele.

Note that the primary functions of the ADAS III and ADAS II will be for finance to ensure the downloading of funds for school MOOE and other programs is in accordance with the work and financial plan. Hence, they will perform related jobs only after the financial services to the schools have been ensured and done completely.

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