

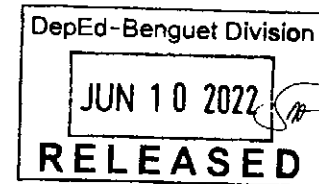


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

June 9, 2022

**DIVISION MEMORANDUM**

No. 170, s. 2022



**TO:** Public Schools District Supervisor  
Elementary and Secondary School Heads  
Mobile and School Bookkeepers of Non-Implementing Units  
Bookkeepers and Disbursing Officers (Implementing Units)  
All concern personnel

**SUBJECT: SECOND QUARTER KUMUSTAHAN SA FINANCE**

1. Section 31, Chapter 5, Subtitle A, Title I of Executive Order No. 292 otherwise known as the "Administrative Code of 1987" states that, "each department or agency shall prepare a career and personnel development plan which shall include provisions, among others, for employee's health, welfare, counseling, recreation and similar services." Moreover, Section 1, Rule VII of the Omnibus Rules Implementing Book V of E.O. No. 292 provides that, "every official and employee of the government is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public. Hence, the development and retention of a highly competent and professional workforce in the public service shall be the main concern of every department or agency."

In line with this, the Finance Section of SDO-Benguet intends to provide opportunities for its personnel in the field to undertake staff development activity to be held on June 14, 15 and 17, 2022 (Enclosure 1) at Dap-ayan, Pico, La Trinidad, Benguet that helps them build a professional culture that is not only competent and efficient but also an avenue on where there is cooperation, interaction and healthy competition among participants specifically in this time of Covid-19 Pandemic

Further, the activity aims to update, emphasize and enhance skills of Finance Personnel in the field, following the guidelines and standards mentioned under COA-DBM-DepEd-Joint Circular No. 2019-1, to effectively and efficiently perform their tasks in the liquidation of school cash advances and other related responsibilities.



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: benguet@deped.gov.ph  
Facebook Page: DepEd Tayo Benguet





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2. The activity aims to:
  - a. Implement procedures or measures on effective and efficient management of cash advances to DepEd Non-IUs for School MOOE;
  - b. To be updated on the 2022 Additional School MOOE;
  - c. Enhance knowledge and skills on preparation of liquidation reports through workshops;
  - d. To afford every male and female Bookkeeper and Disbursing Officer an opportunity to undertake staff development activity that will enhance team rapport and strengthen team cooperation;
  - e. To foster stronger relationship and cohesiveness within the organization; and
  - f. To provide an avenue for discussing work issues and identifying group solutions to these concerns that will improve their services to stakeholders.
3. Participants for non-Independent Units are required to bring their Subsidiary Ledgers as of May 2022.
4. Participants with no signs and symptoms of cough, fever, runny nose and sore throat shall observe minimum IATF protocols for the whole duration of the activity like wearing of face mask, social distancing and washing/sanitizing of hands.
5. Expenses for meals (Lunch and Snacks) shall be chargeable against SDO Funds while travel expenses incurred in attendance to this meeting shall be charged against local funds subject to the usual budgeting, accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum to all concerned is enjoined.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

Encl.: As stated

OSDS/FINANCE/fcp



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Enclosure 1:

Participants		Number of Participants
Accountant and Budget Officer		2
BATCH 1: June 15, 2022	BATCH 2: June 14, 2022	BATCH 3: June 17, 2022
<b>Atok (4)</b> John-Gi Clyde Pugong Gretchen Simeon Larian Sagayo Delailah Tawa <b>Kibungan (4)</b> Jonalyn Gapad Shanaia Atiwen Alona Tarcelo Joan Tungpalan <b>Bakun (5)</b> Janice Bawas Kezel Joy Pulquiso Leona Laita Leonida Del-amen Lynnne Ann Cabatan <b>Mankayan (6)</b> Edrine Jae Del-isen Lilian Carpio Mary Grace Paat Erfinia Tolawan Agustina Estalin Julia Domanas <b>La Trinidad (8)</b> Christian Keith T. Soriano Liezl Eustaquio Jonielyn Tayaban Joana Durante Angelica P. Wakat Emily D. Begseng Dave N. Bagta Aracelli Galasgas <b>Sablan (2)</b> Monalie P. Cacatian Elrodiza M. Bautista <b>Tublay (4)</b> Eufralyn B. Celino Julius Dig-o	<b>Bokod (7)</b> Mark Christian Mackay Gemma Basatan Avelina Pepoa Juliet Casimero Jenethz De Los Santos Ermelinda Pablo Freddie Cuidno <b>Kabayán (4)</b> Ewald Agustin Heidi Aquisan-Alvarez Narcisa Diaus Marites Dimot <b>Tuba (7)</b> Gwen Pocdihon Wilma Cariño Charine Abuan Manilyn Laoyan Jenny Kymberly Dosdos Denny Mataan Daisy Dionisio <b>Buguias (7)</b> Precious Baniwas Rose Marie Payando Loida Boaging Bernadith Sabo Esther Douglas Marylou Magsiano Rhea Dianne Damilo <b>Itogon I (6)</b> Carmel Siong Gretchen Lepi Joan Padopad Crizalyn Mae Asiong Jermilyn Sab-it Charish Waclin	<b>Atok NHS</b> Libina Sarac Zeny Banto <b>Alejo M. Paclaso MNHS</b> Josephine Cariño Lalyn Norman <b>Benguet NHS</b> Elsie Paulan Jessica Deo <b>Bokod NHS</b> Daphne Angelica N. Espara Mary Ann Digmayo <b>Buguias NHS</b> Jhonton Camti Noriel Espada <b>GBDAIS</b> Lorna Gorio Jordan Mendoza <b>Kamora NHS</b> Myrna Tingda Sofia Ognase <b>Kibungan NHS</b> Rechelle Fianza Melva L. Teligo <b>La Trinidad NHS</b> Aiza Labuanan Lorena Sanchez <b>Lepanto NHS</b> Lydia Tadios Juliene Diaz <b>Loo NHS</b> Teresita Santos Kristy Ann Ma-anao <b>Mankayan NHS</b> Elnora Agbunag Lemarie Villaruz <b>Tuba NHS</b> Jemima Bentriz



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Karen Omalio Cherrylyn B. Embes <b>Kapangan (5)</b> Jamilla Morris Jigie Basilio Jenalyn Cura Ellyn Begawen Jonna Owao  <b>District Bookkeepers (3)</b> <b>Facilitators (2)</b>	<b>Itogon II (5)</b> Vivian Kidange Dyesebel Mocyat Glenda Domegyay Joana Bayeng Marites Olanos  <b>District Bookkeepers (2)</b> <b>Facilitators (4)</b>	Kimberly Jade Santiago  <b>TSHI</b> Janice Nollora Jonalyn Avelino  <b>Facilitators (2)</b>
<b>TOTAL :</b> <b>45</b>	<b>44</b>	<b>32</b>



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