

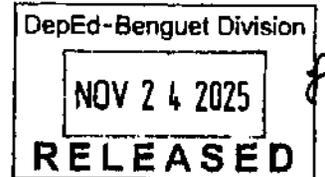


Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

November 24, 2025

**DIVISION MEMORANDUM**

NO. 568, s 2025



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

Subject: **CY 2025 FOURTH QUARTER KUMUSTAHAN SA FINANCE**

1. The Division Office will be conducting the 4<sup>th</sup> quarter Kumustahan sa Finance to all designated school, Mobile and district Bookkeepers on November 26-27, 2025 at Palm Grove Resort and MT Resort, Km. 16, Asin, Tuba, Benguet.
2. The orientation/workshop aims to provide information and guidance on the following topics:
  - a. Discuss the status of School MOOE downloading and liquidation for CY 2025 (4th Quarter);
  - b. Discuss workplace challenges and collaboratively identify practical solutions to improve financial operations;
  - c. Conduct reconciliation of balances though workshop and address discrepancies;
  - d. Provide updates on financial matter;
3. Participants are as follows: (Enclosure 1)



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
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	Number of Participants
SDO-Finance	7
Administrative Assistant II	37
Administrative Assistant III	38
Administrative Officer II	2
<b>TOTAL</b>	<b>84</b>

- Participants are required to bring their laptops and hard copy of their updated subsidiary ledgers.
- Meals shall be charged to the Schools Division office MOOE while traveling expenses shall be charge against available local funds subject to the usual budgeting, accounting and auditing rules and regulations.
- This memorandum shall serve as the official travel authority for all identified participants. (Enclosure 1)
- Immediate dissemination of this memorandum to all concerned is enjoined.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and  
Concurrent Officer-in-Charge  
Office of the Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

Enclosure 1.

<b>List of Participants for 4th Quarter Kumustahan</b>				
	<b>District</b>	<b>Name</b>	<b>Position</b>	<b>School</b>
1	ATOK	Cagas, Lusila L.	Administrative Assistant II	Camp 30 NHS
2		Coilan, Sharmaine G.	Administrative Assistant III	Camp 30 ES
3		Magsiano, Fatima S.	Administrative Assistant III	Celo Haight NHS
4		Anongos, Leny	Administrative Assistant II	Cagui-ing IS
5	BAKUN	Anongos, Jovanie T.	Administrative Assistant II	Cadsi-Amoy ES
6		Benny, Rodnie L.	Administrative Assistant III	Sinacbat ES
7		Daigis, Grayza L.	Administrative Assistant III	Bagtangan ES
8		Valdez, Jocelia S.	Administrative Assistant II	Sinacbat NHS
9		Pengi, Xyra Mae L.	Administrative Assistant II	Bakun NHS
10		Malag, Fevelyn	Administrative Assistant III	Ampusongan ES
11	BOKOD	Bayacsan, Rhona Mae M.	Administrative Assistant III	Ambangeg ES
12		Billiones, John S.	Administrative Assistant III	Daklan ES
13		Kidmano, Haylee C.	Administrative Assistant III	Ekip ES
14		Pa-ay, Jackery Lin	Administrative Assistant II	Ambuklao NHS
15		Toribio, Angelica	Administrative Assistant III	Bokod CS
16		Lacbawan, Flor P.	Administrative Assistant III	Ambangeg NHS
17		Sierra, Marilou	Administrative Assistant III	Ambuklao ES
18	BUGUIAS	Baiwes, Roger	Administrative Assistant II	Natubleng NHS
19		Catubag, Janet	Administrative Assistant III	Abatan ES
20		Paciteng, Jocelyn	Administrative Assistant III	Bekes ES
21		Walsie, Mary Joy	Administrative Assistant III	Buguias CS
22		Tindo, Novelyn	Administrative Assistant II	Bangao NHS
23		Agayao, Mayia	Administrative Assistant II	Bot-oan ES
24		Payangdo, Rosemarie	Administrative Officer II	Sinipsip ES
25	ITOGON I	Lictag, Jemma	Administrative Assistant III	Jose F. Opiles ES
26		Ticque, April	Administrative Assistant II	Trazon S. Fianza Sr. NHS
27		Atiw, Venus	Administrative Assistant II	Loacan NHS
28		Benaldo, Myra Fe	Administrative Assistant II	Binga NHS
29		Bumakil, Rosana B.	Administrative Assistant III	Ucab ES
30		Diase, Carlo Ray	Administrative Assistant III	Tuding ES
31	ITOGON II	Anayasan, Janno	Administrative Assistant II	Laurencio Fianza NHS
32		Cos-eg, Hanson	Administrative Assistant III	Manganese IS
33		Waclin, Jennifer	Administrative Assistant II	Balatoc ES
34		Soliaban, April Rose	Administrative Assistant III	Lawiguen ES
35	KABAYAN	Juliano, Shiela	Administrative Assistant III	Duacan PS
36		Matias, Dinah S.	Administrative Assistant II	Adaoy ES



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	District	Name	Position	School
37		Sab-it, Nhelves Sheen A.	Administrative Assistant III	Kabayan CIS
38		Masing, Racquel	Administrative Assistant II	Tawangan-Lusod NHS
39		Nemo, Nelma	Administrative Assistant II	Abucot IS
40		Sumali, Karina	Administrative Assistant II	Adaoay NHS
41	KAPANGAN	Cura, Jenalyn	Administrative Assistant III	Kapangan CS
42		Sagayo, Brima	Administrative Assistant III	Sagubo ES
43		Tungpalan, Joan	Administrative Assistant III	Lomon ES
44		Tacio, Luzviminda	Administrative Assistant II	Taba-ao IS
45		Bay-an, Julie Ann	Administrative Assistant II	Kapangan Central NHS
46		Pacatiw, Grail	Administrative Assistant II	Kapangan NHS
47	KIBUNGAN	Dongga-as, Marissa	Administrative Assistant II	Sagpat IS
48		Fherlyn Balancia	Administrative Assistant III	Saddle ES
49		Kimo, Jeanneatte	Administrative Assistant III	Kibungan CS
50	LA TRINIDAD	Galasgas, Araceli	Administrative Assistant II	Cordillera Science NHS
51		Tomin, Donesia	Administrative Assistant II	Bineng NHS
52		Omalio, Karen	Administrative Assistant III	Benguet SPED Center
53		Bumakil, Carol	Administrative Officer II	Aino Kadoorie ES
54	MANKAYAN	Ablayan, Vianney A.	Administrative Assistant III	Mankayan CS
55		Ballada, Jezre	Administrative Assistant II	Bulalacao NHS
56		Bognalen, Desiree T.	Administrative Assistant II	Tabio NHS
57		Bucasan, Irene L.	Administrative Assistant II	Cabiten NHS
58		Del-isen, Edrine Jae	Administrative Assistant III	Colalo ES
59		Domanas, Julia	Administrative Assistant III	Guinaoang ES
60		Ibag, Rizalina	Administrative Assistant III	Cabacab NHS
61		Lisayan, Maricel L.	Administrative Assistant III	Arpontoc ES
62		Pinangat, Marinell Joan D.	Administrative Assistant II	Bulalacao ES
63		Ugalde, Jarriet S.	Administrative Assistant II	Balli NHS
64	SABLAN	Pilay, Ariel	Administrative Assistant II	Sablan NHS
65		Saclet, Angelita	Administrative Assistant II	Ebbes ES
66	TUBA	Agnaonao, Jeoben	Administrative Assistant II	Tuba Central NHS
67		Bafez, Donna Claire	Administrative Assistant III	Evelio Javier Memorial NHS
68		Batil, Jenalyn	Administrative Assistant III	Tuba CS
69		Lontoc, Brinalyn	Administrative Assistant III	
70	TUBA	Mino, Daizee Mae	Administrative Assistant III	Nangalisan ES
71		Soriano, Wenny	Administrative Assistant II	Marcelo Marquez NHS
72		Macabada, Rhoselaine	Administrative Assistant II	Evelio Javier Memorial NHS
73		Valdez, Krisline	Administrative Assistant II	Taloy Sur NHS
74		Paladsik, Lorna	Administrative Assistant II	
75	TUBLAY	Diq-o, Julius	Administrative Assistant III	Paoad ES



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	District	Name	Position	School
76		Dumasing, Jovina	Administrative Assistant III	Albis ES
77		Curiman, Wendy	Administrative Assistant II	Mamuyod ES
78	SDO	Buclay, Florabel E.	Administrative Officer V (Budget Officer)	SDO BENGUET
79		Fagsao, Claire May S.	Administrative Assistant III	SDO BENGUET
80		Marzo Beverly B.	Administrative Assistant III	SDO BENGUET
81		Montes, Chiqui Anne T.	Administrative Assistant III	SDO BENGUET
82		Pagoy, Florinda C.	Accountant III	SDO BENGUET
83		Parian, Kimberly C.	Administrative Assistant III	SDO BENGUET
84		Sagayo, Alma B.	Administrative Assistant I	SDO BENGUET

Enclosure 2.



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**MATRIX OF ACTIVITIES**

TIME	TOPIC	IN-CHARGE/SPEAKER
<b>DAY 1</b>		
7:30 - 8:00 am	Registration/Arrival	PMT
8:00 - 8:30 am	Opening Program	PMT
8:30 - 8:40 am	Message	Florinda C. Pagoy Accountant III
8:40-10:00 am	Updates on School MOOE balances as of October 2025	District bookkeepers
10:00 - 10:15am	Health Break	
10:15 -12:00pm	Workshop on reconciliation of balances - School subsidiary ledger versus EFRS - December SOB vs Budget Balances	District bookkeepers and School Bookkeepers
12:00- 1:00pm	Lunch Break	
1:00 - 3:00 pm	Continuation of workshop on reconciliation of balances	District bookkeepers and School Bookkeepers
3:00 - 3:15 pm	Health Break	
3:15 - 5:00pm	Continuation of workshop on reconciliation of balances	District bookkeepers and School Bookkeepers
<b>DAY 2</b>		
7:30 - 8:00 am	Registration	PMT
8:00 - 8:15 am	Management of Learning	Assigned participants
8:15 -10:00am	Continuation of workshop on reconciliation of balances	District bookkeepers and School Bookkeepers
10:00 - 10:15am	Health Break	
10:15 -12:00pm	Workshop on preparation of Annex G.	District Bookkeepers
12:00- 1:00pm	Lunch Break	
1:00 - 4:00 pm	Ways Forward Health Break (3:00 - 3:15) Closing Program	Assigned Management of Learning
4:00pm onwards	Home Sweet Home	



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