

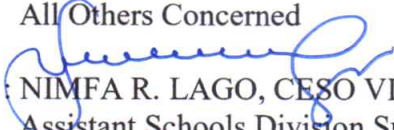


Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DIVISIONAL MEMORANDUM

No. 139 , s. 2023

To : Assistant Schools Division Superintendent
Accountant III
Administrative Officer V (Budget)
Administrative Officer V (Administrative Services)
Schools Heads, Implementing and Non Implementing Units
Finance Personnel
All Others Concerned

From : 
NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Date : May 18, 2023

Subject : Orientation Seminar of School Heads and Finance Personnel on
School Financial Management

1. To promote and ensure capacity of School Leaders and Finance Personnel in the effective and efficient utilization of school's resources, the Finance Services, this Division, shall conduct an Orientation Seminar of Schools Heads and Finance Personnel on School Financial Management on May 30-31, 2023 and June 6-7, 2023 at the Division Training Hall, 3rd Floor Division Office Building, Carangan, Ozamiz City.
2. The Orientation Seminar shall be in two (2) batches to be participated in by the School Heads of the 55 Non-Implementing Unit Schools, Administrative Officers II handling Finance functions, Administrative Assistants III (Finance), Administrative Assistants II (Finance), other Finance and DO Personnel who shall serve as Resource Persons and facilitators. Please refer to Annex A for the complete list of participants for Batches 1 and 2 and Annex B for the Matrix of Activities.
3. No registration fee shall be collected for this activity. Meals and snacks shall be provided chargeable to HRTD Funds subject to the usual accounting and auditing rules and regulations.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

Our **LEARNERS**: *The Diamonds of the Fort*
ASENSO OZAN



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF OZAMIZ CITY

4. Immediate dissemination of this memorandum is enjoined.

To be indicated in the Perpetual Index

Under the following subjects:

Schools	Rules and Regulations
Finance	Guidelines
Policy	

MPDA/DM/Orientation Seminar on School Financial Management/May 18, 2023

February 1, 2023

DIVISIONAL MEMORANDUM
No. 036, s. 2022



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ASENSO OZAMIZ!

ANNEX A
Orientation Seminar of School Heads and Finance
Personnel on School Financial Management
Division Training Hall, DepEd, Division of Ozamiz City

LIST OF PARTICIPANTS

Batch 1
May 30-31, 2023

NO.	PARTICIPANTS	POSITION
1	Melanie G. Lagus	School Head
2	Jovy O. Bonita	School Head
3	Clarinda Fe L. Simblante	School Head
4	Eugene C. Bucog	School Head
5	Catherine C. Oracion	School Head
6	Juves C. Colarte	School Head
7	Jeffrey B. Ares	School Head
8	Teonita M. Ong	School Head
9	Marjorie A. Sagario	School Head
10	Ramil G. Cabural	School Head
11	Justina S. Baul	School Head
12	Ludivico B. Barrientos	School Head
13	Lorena P. Rivera	School Head
14	Efren A. Oliveros	School Head
15	Marites B. Barrientos	School Head
16	Angel Grace E. Bandiala	School Head
17	Leo C. Acebedo	School Head
18	Marlon A. Gordove	School Head
19	Jupey Q. Rupinta	School Head
20	Charyljoy C. Navarez	School Head
21	Dioselyn P. Patiluna	School Head
22	Sesame C. Rubio	School Head
23	Rolito M. Sialana	School Head
24	Melchie A. Paderanga	School Head
25	Cheryl E. Ledesma	School Head
26	Dionesia Alfeche	School Head
27	Ester F. Viernes	School Head
28	Analyn P. Gerondio	AO-II
29	Jene S. Guangco	AO-II

30	Snooky L. Almoite	AO-II
31	Brenda O. Acierto	AO-II
32	Richard M. Macasarte	AO-II
33	Jelyn B. Ostia	AO-II
34	Lyn B. Paez	AO-II
35	Marilou J. Alcido	AO-II
36	Abegail M. Yoldan	AO-II
37	Marissa E. Alamin	AO-II
38	April Joy G. Bolanio	AO-II
39	Adrian L. Sayson	AO-II
40	Maria Elena L. Guangco	AO-II
41	Roselyn B. Magadan	ADAS-III
42	Claire Marie V. Dagaas	ADAS-III
43	Nellie P. Sebarios	ADAS-III
44	Dennis M. Canastra	ADAS-III
45	Cherley S. Pelitones	ADAS-II
46	Desiree O. Apaitan	ADAS-II
47	Carmel G. Guangco	ADAS-II
48	Lizcel C. Culminas	ADAS-II
49	Kristine O. Oraño	ADAS-II

Batch 2
June 6-7, 2023

NO.	PARTICIPANTS	POSITION
1	Miraluna M. Gaabucayan	School Head
2	Primencita G. Baguio	School Head
3	Jane A. Credo	School Head
4	Emelito C. Viernes	School Head
5	Mary Jane A. Pondar	School Head
6	Marie Claire B. Fuentes	School Head
7	Lydia G. Salvador	School Head
8	Joseph L. Galia	School Head
9	Ma. Judena Q. Lahaylahay	School Head
10	Adonis D. Garnada	School Head
11	Jean B. Alindo	School Head
12	Cheryl V. Duma-og	School Head
13	Ammie A. Ogao-ogao	School Head
14	Lady Shammah E. Bello	School Head

15	Buenasir J. Abapo	School Head
16	Joselito D. Caseros	School Head
17	Jocelyn G. Rusiana	School Head
18	Lalaine Y. Ponce	School Head
19	Maida S. Garnada	School Head
20	Junriel B. Sinarillos	School Head
21	Ma. Patricia M. Maputi	School Head
22	Henry Q. Abarco	School Head
23	Melanie T. Paredes	School Head
24	Lida L. Baco	School Head
25	Joseph M. Amisola	School Head
26	Jujie A. Buenbrazo	School Head
27	Lorena L. Saquin	School Head
28	Thelma A. Moreno	School Head
29	Sharon Z. Galay	AO-II
30	April Rose R. Ylanan	AO-II
31	Joar G. Hermosisima	AO-II
32	Glaiza D. Fiel	AO-II
33	Raissa Cara L. Pavadora	ADAS-III
34	Roldan S. Mamawe	ADAS-III
35	Zenelyn M. Jalem	ADAS-III
36	Jonaly A. Aviso	ADAS-III
37	Cherely E. Saguin	ADAS-III
38	Jeffrey S. Libor	ADAS-III
39	Robeth Wilbur M. Fabriga	ADAS-III
40	Rodnie M. Aquino	ADAS-III
41	Renante O. Labastida	ADAS-III
42	Shiela Marie Nini	ADAS-III
43	Heide M. Macas	ADAS-II
44	Jaranill S. Gayatin	ADAS-II
45	Leony A. Dimaano	ADAS-II
46	Mirose C. Macalisang	ADAS-II
47	Roselyn M. Zapatos	ADAS-II
48	Gerlene Rose C. Rodriguez	ADAS-II

DO PERSONNEL

NO.	PARTICIPANTS	POSITION
1	Maricel D. Avila, CPA	Accountant III

3	Mary Grace P. Gomomit	AO II
4	Charity O. Baguio	ADAS III
5	Gerfe M. Ada	ADAS III
6	Julie G. Pranciliso	ADAS III
7	Claudia Faith B. Navarez	ADAS III
8	Daisy S. Mamawe	ADAS III
9	Marry Jane R. Ochate	ADAS III
10	Milfred S. Pabotoy	ADAS II
11	Ralph Bernard S. Balandra	ADAS II
12	Johnrey B. Siso	ADAS I
13	Faith L. Gulang	JO

INVITED SPEAKER

NO.	PARTICIPANTS	POSITION
1	Jasmine I. Gaogao	PSDS/ BAC Secretariat Chair

Orientation Seminar of School Heads and Finance Personnel on School Financial Management
Division Training Hall, DepEd, Division of Ozamiz City
May 30-31, 2023 and June 6-7, 2023

MATRIX OF ACTIVITIES		
TIME	ACTIVITY	PERSON-IN-CHARGE
DAY 1		
08:00AM - 08:15AM	Registration	Ms. Marry Jane R. Ochate & Ms. Julie G. Pranciliso
08:15AM - 08:30AM	Preliminaries/ Attendance Check	Ms. Marry Jane R. Ochate & Ms. Julie G. Pranciliso
08:30AM - 09:00AM	Opening Program	
	Invocation	Multimedia Presentation
	National Anthem	Multimedia Presentation
	Welcome Address	Mr. Dionesio L. Liwagon, Jr., CESE
	Message	Dr. Nimfa R. Lago, CESO VI
	Statement of Purpose/ Overview	Ms. Maricel D. Avila, CPA
09:00 AM - 11:00AM	Introduction to Budget Cycle	Ms. Ivy J. Cabual
11:00 AM - 12:00NN	Budget Planning and Preparation	Ms. Ivy J. Cabual
12:00NN - 01:00PM	Lunchbreak	
01:00PM - 02:00PM	Continuation of Budget Planning and Preparation	Ms. Ivy J. Cabual
02:00PM - 02:30PM	Open Forum	Ms. Daisy S. Mamawe
02:30PM - 04:30PM	RA 9184	Ms. Jasmine I. Gaogao, BAC Secretariat Chair
04:30PM - 05:00PM	Open Forum	Ms. Daisy S. Mamawe
	Giving of Certificate of Recognition to Guest Speaker	Ms. Maricel D. Avila, CPA & Ms. Ivy J. Cabual
	Closing Prayer	Multimedia Presentation
DAY 2		
08:00AM - 09:00AM	Management of Learning - Day 1	Ms. Daisy S. Mamawe
09:00AM - 11:00AM	Basics in the Management of Funds in the School	Ms. Maricel D. Avila, CPA
11:00AM - 12:00NN	Rules and Regulations on Disbursement of Funds	Ms. Charity O. Baguio, CPA
12:00NN - 01:00PM	Lunchbreak	
01:00PM - 02:00PM	Continuation of Rules and Regulations on Disbursement of Funds	Ms. Charity O. Baguio, CPA
02:00PM - 03:30PM	Liquidation of Funds	Ms. Claudia Faith B. Navarez
03:30PM - 04:00PM	Open Forum	Ms. Daisy S. Mamawe
04:00PM - 05:00PM	Closing Program	
	Management of Learning - Day 2	Ms. Daisy S. Mamawe
	Distribution of Certificates and Certificate of Appearance	Ms. Maricel D. Avila, CPA & Ms. Ivy J. Cabual
	Closing Prayer	Multimedia Presentation

Host: Ms. Daisy S. Mamawe
Food and Training Materials Committee: Ms. Gerfe M. Ada
 Ms. Mary Grace P. Gomomit
 Ms. Milfred S. Pabotoy
 Ms. Faith L. Gulang

Registration Committee:
 Ms. Marry Jane R. Ochate
 Ms. Julie G. Pranciliso

ICT: Mr. Johnrey B. Siso
 Mr. Ralph Bernard S. Balandra