



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

DIVISIONAL MEMORANDUM

No. **077**, s. 2025

TO : Assistant Schools Division Superintendent
Accountant III
Administrative Officer V (Budget)
Division Finance Personnel
Administrative Officer II
Administrative Assistant III and II, Non - Implementing Units
All Others Concerned

SUBJECT : **WORKSHOP ON THE LIQUIDATION OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND OTHER PROGRAM FUNDS CUM COORDINATION MEETING FOR THE YEAR 2025**

DATE : **February 27, 2025**

1. To ensure efficient utilization and timely liquidation of downloaded funds to schools through cash advance, the Finance Services, this Division, shall conduct its regular monthly workshop for the submission, review and approval of liquidation reports and documents or the S.H.I.N.E. DO Finance Day 2025 at the **5th Floor of the BE Palace Hotel, Ozamiz City** scheduled as follows:

Month	Date of Workshop
March	March 4, 2025
April	April 3, 2025
May	May 5, 2025
June	June 3, 2025
July	July 3, 2025
August	August 4, 2025
September	September 3, 2025
October	October 3, 2025
November	November 4, 2025
December	December 3, 2025



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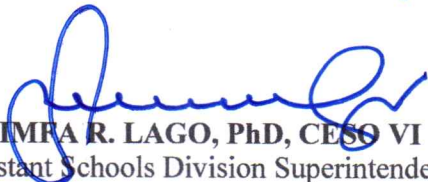


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The expected participants of the said event are as follows:
Attached on Annex A.

Accountant III	- 1
Administrative Officer V (Budget)	- 1
Administrative Officer II (HRMO I)	- 37
Administrative Assistant III (Finance)	- 11
Administrative Assistant II (Finance)	- 10
Other Finance Personnel	- 1
Total	61

2. Participants are expected to submit its complete liquidation documents which are at least 75% of the cash advance granted and to update the posting of liquidation entries to the EFRS and MOOE System.
3. No registration fee shall be collected from the participants. Expenses relative to the conduct of the activity shall be charge against School MOOE subject to the usual accounting and auditing rules and regulations.
4. For immediate dissemination.


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



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Annex A – attachment to DIVISIONAL MEMORANDUM No. _____ s. 2025

**List of Participants to attend the S.H.I.N.E. DO Finance Day 2025 re: Workshop On
The Liquidation Of Cash Advances For School Maintenance And Other Operating Expenses
And Other Program Funds Cum Coordination Meeting**

1. Maricel D. Avila, CPA
2. Ivy J. Cabual
3. Johnrey Siso
4. Jane Heart Aba
5. Daisy Mamawe
6. Julie Pranciliso
7. Charity Baguio
8. Ralph Balandra
9. Raissa Cara P. Castro
10. Robeth Wilbur M. Fabriga
11. Jonaly A. Aviso
12. Cherely E. Saguin
13. Zenelyn J. Montefalcon
14. Roselyn B. Magadan
15. Renante O. Labastida
16. Shiela Marie Nini
17. Jaranill S. Gayatin
18. Kristine O. Oraño
19. Cherley S. Pelitones
20. Heide M. Macas
21. Desiree O. Apaitan
22. Lizcel C. Culminas
23. Leony A. Dimaano
24. Mirose C. Macalisang
25. Maria Janah Labadisos
26. Joel Apale
27. Analyn P. Gerondio
28. Snooky L. Almoite
29. Brenda O. Acierto
30. Richard M. Macasarte
31. Abegail Yoldan
32. Maria Elena L. Guangco
33. Lyn B. Paez
34. Marilou J. Alcido
35. Mary Grace P. Gomomit
36. Nellie P. Sebarios
37. Adrian L. Sayson
38. Marissa E. Alamin
39. Jelyn B. Ostia
40. Susith L. Luna
41. Sharon Z. Galay
42. Claire Marie V. Daga-as
43. Lorena G. Abcede
44. Genie Vah C. Lagoc
45. Claudia Faith B. Navarez
46. Jeffrey S. Libor
47. John Rey B. Siso
48. Gloadys Baybado
49. John Rey F. Castro
50. Nine Mar A. Gacasan
51. Gerfe M. Ada
52. Bebe Jay P. Pabriga
53. April Rose R. Ylanan
54. Joffy Sandrey O. Laroya
55. Dinalyn A. Ramayrat
56. Jene S. Guangco
57. Glaiza D. Fiel
58. Ethel R. Manuel
59. Louie J. Moreno
60. Teresita L. Pagador
61. Joar G. Hermosisima



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PANDONG
Padayon Asenso Ozamiz
#PadayonAsensoOzamiz



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Annex B. Matrix of Activities

Time	Activity	Person-in-Charge
8:00-8:15 AM	Registration and Attendance	DO ADAS III
8:15-8:30 AM	Preliminaries/Attendance Check/Opening Program	DO ADAS III
8:30-9:00 AM	Recap of previous Liquidation Day agenda	DO ADAS III
9:00-9:45 AM	Updates on the issues and concerns from the previous agenda	All participants/Accountant III
9:45-10:00 AM	Update on the Status of Downloading and Liquidation through Finance Tracker and MOOE System	DO ADAS III
10:00-11:00 AM	New Issues and Concerns	All participants
11:00-12:00 NN	Discussion of Issues and Concerns raised, new issuances, memoranda, orders and updates	Accountant III
12:00-1:00 PM	Lunch break	All participants
1:00-4:00 PM	Submission and Review of Liquidation documents Update, encoding and liquidating of Disbursement transactions through the MOOE System	All participants
4:30-5:00 PM	Presentation of Ranking for Top Performing Schools of the month	DO ADAS III
5:00PM	Closing Prayer	DO ADAS III



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