



MAR 05 2020
4:04

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

MARCH 2, 2020

DIVISION MEMORANDUM

NO. 079, s. 2020

To : ALL SCHOOL HEADS
Administrative Assistant III of Non-Implementing Schools (Elementary & Secondary)
Administrative Assistant II of Non-Implementing Schools (Elementary & Secondary)

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

Subject : **Orientation of School Heads, ADAS III and ADAS II on DepEd Order No. 29, s. 2019 "Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular no. 2019-1"**

Date : **March 11 to 14 and 16, 2020**

1. Pursuant to DepEd Order No. 29, s. 2019, this office announces the conduct of Orientation of School Heads, ADAS III and ADAS II on DepEd Order No. 29, s. 2019 "Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular no. 2019-1" to non-implementing units on the following dates:

Batch	Date
1	March 11, 2020
2	March 12, 2020
3	March 13, 2020
4	March 14, 2020
5	March 16, 2020

2. The objective of the orientation is to equip the school heads and administrative assistants with knowledge about the guiding principles, implementing rules and regulations, methods and procedures on the said joint circular.

Specifically, it aims to:

a. To orient the school heads, ADAS III and ADAS II on the procedural guidelines to COA, DBM and DepEd Joint Circular No. 2019-1 entitled "*Management of Cash Advances to DepEd Non-Implementing Units (Non-IUs) for School Maintenance and Other Operating Expenses (MOOE) and Program Funds*".

b. To refresh the participants in the accounting processes necessary in the implementation of effective and efficient management of cash advances.

c. To conduct workshop on the use of new accounting forms relevant to the newly opened checking account of schools.



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
e-mail: abra@deped.gov.ph



3. The participants of this orientation are as follows:

Non-Implementing Units:

- a. All School Heads (Elementary and Secondary)
- b. All Administrative Assistant III (Senior Bookkeeper)
- c. All Administrative Assistant II (Disbursing Officer)

Please see attached list of participants per batch.

4. The venue of this activity will be at the Conference Hall 2 (Third Floor), SDO Abra.
5. Compensatory time-off will be granted to those participants who will attend on March 14, 2020 (Saturday).
6. Expenses in the conduct of this activity shall be charged from Schools Division MOOE Fund subject to usual budgeting, accounting and auditing rules and regulations. Lunch, am and pm snacks will be provided to all participants. Travelling expenses shall be charged from School MOOE Fund.
7. All participants are required to attend this activity. Wide dissemination and strict compliance of this memorandum is hereby requested.

GLORIA B. BUYA-AO
Schools Division Superintendent



CHRISTOPHER C. BENIGNO
OIC-Assistant Schools Division Superintendent



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
e-mail: abra@deped.gov.ph



DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD		
BATCH 1 - MARCH 11, 2020						
Tineg District	MARLOWE R. GALLARDO	ALONA S. BERMILLO	Alawa ES	Petronila S. Fidelino	11	
			Apao PS			
			Tapayen PS			
			Makingag PS	Jovel B. Pacapac		
			Sabangan ES			
			<u>Caganayan ES</u>	Frederick L. Panabang		
			Magsalang ES			
Tineg District	BRENDA B. CIERVO			Belaat ES		John C. Palangi
				Laba PS		
				<u>Tineg CS</u>		Lelis B. Ferras, Jr.
				Anayan ES		Mary Grace L. Apalin
			Cogon ES	Menchie T. Sagudang		
			Naglibacan IS (Elementary)	Rosano M. Quizada		
			Naglibacan IS (Junior HS)			
San Juan District	BETTY Z. CABANAOAN	OICA C. LAURETA	Alimosgan ES	Windelma P. Alcantara	10	
			Silet ES			
			Nangobongan PS			
			<u>Cabcaburao ES</u>	Zenaida Yolanda B. Billedo		
			Quidaoen ES	Leonila A. Sagisi		
San Juan District	MAY FLOR T. SANCHEZ			Baug PS		Artemio L. Lazo
				Lam-Ag ES		
				Colabaoan PS		Nathaniel T. Dickson
				Daoidao ES		
				<u>San Juan CS</u>		Natividad D. Gandeza
			Supiil ES	Brenda Grace B. Soriano		
Luba District		DERNA A. GAYYED	Agumanay ES	Florenda A. Ingo	10	
			Gayaman ES			
			Tillilo PS			
			<u>Lul-luno ES</u>	Dominic D. Lang-ayan		
			Tukipa PS			
Luba District	ROXANNE DIANA A. BISCARRA			Lipting PS		Malelyn B. Candong
				Pacpaca ES		
				Sabnangan ES		Natividad M. Lumaang
				<u>Luba CS</u>		Emilia T. Garcia
				Pega PS		
Luba District				Luzong ES		Cynthia T. Del Rosario
				Barit ES		Ricky D. Manuel
				Botot ES		
				<u>Tabangao ES</u>		Jose P. Garcia
			Ampalioc PS			
Tubo District	JENALYN D. DAVIS	SHERMAN D. CABANDAY	Alangtin ES	George D. Daagdag	10	
			<u>Tubo CS</u>			
			Caocaoayan PS			
			Dacuag PS	Agustin B. Lawagan		
			Tiempo ES			
Tubo District	RONALD G. INGO			Amtuagan ES		Alma T. Wagayen
				Likowan PS		
				Kili ES		Loreta T. Ignacio
				Tabacda PS		
				Supo ES		Norma T. Diaken
				Wayangan ES		
				<u>Dilong ES</u>		Elizabeth M. Manggalis
Tubo District				Pananuman PS		Delilah T. Wad-as
				Tubtuba ES		
			Batayan PS			

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD	
Villaviciosa District	ZORAIDA V. SHARIEF	ETHEL JANE V. MALANA	Bol-lilising ES	Juanita S. Garcia	7
			Tamac ES	Arturo G. Ferrer	
			Villaviciosa CS	Mary Hazel B. Ballena	
			Lumaba IS (Elementary)	Freddie B. Suaso	
			Lumaba IS (Junior HS)	Corazon C. Gandeza	
			Cal-lao ES		
			Lagaosian ES		
			Tuquib IS (Elementary)		
Tuquib IS (Junior HS)					
Secondary	GEREX B. PABILLANO	JAYSON G. BOLANTE	Baay NHS		4
			Caganayan NHS		
			Tineg NHS		
	JEANCEL REVI M. CORTEL	JESLEY PAT M. BARBERO	Alfredo D. Bersamina NHS		
			Dilong NHS		
			Supo NHS		
		Tiempo NHS			
		GLORIA B. BUYA-AO		10	
		CHRISTOPHER C. BENIGNO			
		CELIA S. BOLANTE, CPA			
		FATIMA AVA A. BATONDO			
		EDEN B. ADRIATICO			
		MARIA FE ALCOS			
		ANGELICA P. BERMUDEZ			
		NORVHEE JOY B. GALLARDO			
		LIWLIWA R. SALAZAR			
		JUMAR T. PRINCER			
BATCH 1 - MARCH 11, 2020					6

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD			
BATCH 2- MARCH 12, 2020							
Lacub District	ROCKY JAMES M. MANZANO	GENEFER E. BAÑEZ	Bacag ES Lan-ag ES Buneg PS Pacoc ES Sap-al ES Talipugo ES Lacub CS	Elmer M. Eguem Virginia B. Dreu Grace B. Baldemor	5		
Lagangilang District	CECILLE B. FILARCA	PALMARIE VICTORIA P. VERZOLA	Bacooc ES Pagonao ES Cayapa ES Caridad Azares ES Willy Castillo PS Gaddani ES Metodio ES	Orlando G. Baisa Jayfee G. Calubing Rubelita C. Almodobar Edsel Benedicto Q. Manangbao	13		
Lagangilang District	CLARITA L. VISTE		Nagtipulan ES Dalaguisen ES Lagben PS Taping PS Villa San Isidro ES Lagangilang CS Presentar ES Tagodtod ES	Elnora P. Colet Noralyn C. Padilla Lailani P. Camello Rico T. Tubadeza, Jr. Paulina Corazon T. Gandeza Rolando M. Torres			
Tayum District	IMELDA T. BUENA		GICEL B. TACANAY	An-anaao IS (Elementary) An-anaao IS (Junior HS) Bagalay ES Basbasa ES Bumagcat ES Don Marcos Rosales ES Tayum CS Velasco ES		Eugenio P. Millare Flordeliza T. Orio Stanley P. Millare Teresa B. Arias Frederico Antonio B. Dumlaog Silverio T. Cariño Christine B. Gandeza	9
Baay-Licuan District			ROYCE ANNE G. SIBAL	Agat PS Baay ES Bulbulala PS Nalbuan ES Subagan PS Bonglo ES Baquero ES		Christine D. Poblete Ma Lourdes O. Blanca Rafael E. Tejero	9
Baay-Licuan District	ROEL JHUN B. TANGBAOAN		MARINEL C. TIMBREZA	Kileng PS Lenneng ES Caoayan PS Licuan IS (Elementary) Licuan IS (Junior HS) Sucao ES Diangay PS		Jovelyn P. Ambre Anicia M. Bersalona Leonarda G. Turalba	

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD	
Malibcong District	SHERTON WILLIAM L. BALMaceda	GEMMA C. PISCO	Bangilo ES	Yolanda G. Lingayo	7
			Lat-ey PS		
			Binasaran PS		
			Liwang ES	Cristina M. Ollanas	
Taripan PS					
Gacab PS	Amalia D. Panabang				
Malibcong CS					
Malibcong District	JESSIECA B. BARCENA		Mataragan ES		
			Dulao PS	Teresita L. Bides	
			Bayabas ES		
Manabo District	JUSTINE RICA S. RACSA	JULIE ANGELICA B. ULIBAS	Banat ES	Rebelita Q. Bejarin	8
			Casakgudan PS		
			Catacdegan ES	Loreto A. Peñalosa, Jr.	
			Liagan PS		
			San Ramon ES	Cristina B. Padayao	
			Manabo Pilot ES	Cleto T. Batondo	
			Sto. Tomas Barrio School		
			Sapdaan ES	Rudyrick S. Cayto	
			Madago PS		
San Jose ES	Caridad C. Teneza				
	MARISSA G. BOBILES		San Jose Catacdegan NHS		1
	GLORIA B. BUYA-AO				10
	CHRISTOPHER C. BENIGNO				
	CELIA S. BOLANTE, CPA				
	FATIMA AVA A. BATONDO				
	EDEN B. ADRIATICO				
	MARIA FE ALCOS				
	ANGELICA P. BERMUDEZ				
	NORVHEE JOY B. GALLARDO				
	LIWLIWA R. SALAZAR				
	JUMAR T. PRINCER				
			BATCH 2- MARCH 12, 2020		62

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD		
BATCH 3- MARCH 13, 2020						
Pilar District	MAURICE A. DELA ROSA	LEONIDA C. ABELLA	Bolbolo ES	Jerszon R. Siquisang	11	
Pilar District	MARIONETTE F. JOVELO		Dalit ES	Rodolfo G. Castro		
			Nagcanasan PS			
			Dintan ES	Grace L. Dizon		
			Ocup PS			
			Pang-ot ES	Rosewel G. Labutong		
			Gapang ES			
			Malipit PS	Rolando D. Antonio		
			Patad PS			
			Kinabiti ES	Petronilo C. Asuncion		
			Pilar CS	Angeline C. Maguensay		
South Balioag PS						
Sallapadan District	HIYASMEN A. MARDO	KATHERINE Q. TENEBRO	San Juan ES	Adoracion C. Beroña	11	
			Abas ES	Rafael T. Calubing		
			Bazar ES	Kennedy C. Isiguen		
			Nangas-asan PS			
			Ud-udiao ES	Anthony G. Batalao		
			Manicbel PS			
			Bila-bila ES	Gina S. Martinez		
			Lam-aon PS			
			Naguilian ES	Juliet T. Cruz		
			Bantay PS			
Sallapadan District	DEZABELLE A. CABILAN		Maguyepyep IS (Elementary)	Benjie B. Gupaal		
		Maguyepyep IS (Junior HS)				
		Sallapadan Barrio ES	Kennedy C. Isiguen			
		Callaban PS	Garnie P. Gayao			
		Gangal ES				
		Sal-lapadan CS	Leila O. Mapa			
		Boliney District	HERSHEY M. VALENTINO	Amti ES	Pablo Pol S. Mayugo	7
				Danac ES	Samuel T. Miguigan	
Bao-yan ES						
Dumagas ES	Melody P. Gumban					
Boliney CS						
Lawigan PS	Mary Ann R. Valera					
Dao-angan PS						
Kilong-olao ES	Daisy U. Dalmacio					
Bucloc District	DESERIE F. PADERES	CHRISTITA D. ZABALLERO	Bucloc CS	Olympia C. Dalloway	8	
			Daldalao ES	Urbana C. Valeros		
Ducligan ES			Ireneo A. Lalin			
Lingey ES			Jovelyn L. Manuel			
Daguioan District			Cabaruyan ES	Danilo L. Baliling		
			Pikek PS			
			Daguioan CS	Edna C. Tebia		
			San Isidro District	JAY JAY T. BUENAFE		JUSTICE JOYCE V. BRILLANTES
Olo ES						
Manayday ES	Maricel B. Carsola					
Turod ES						
Maoay PS	Grace C. Tadeo					
San Marcial ES						
San Isidro CS	Narlyn B. Eduarte					

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD	
Secondary	PACITA T. MOLINA		Boliney NHS	Simplicio B. Beñas	9
			Lul-luno NHS		
			Luzong NHS		
	ROLLY JOY "RJ C. BARRIL	ADLAI ROBIN A. GONZALES	Abas NHS		
			Capitan NHS		
			Dugong NHS		
	JONA J. ACOSTA-BALUBAR	MARICHU B. BELMES	Bolbolo NHS		
			Dalit NHS		
			San Isidro NHS		
	JULIUS B. BLAZA	ERIC G. AQUINO	Langiden NHS		
			San Quintin NHS		
			Suyo NHS		
Abra HS - Calot Extension					
CRESENCIA B. TUMBAGA		Western Abra NHS			
GLORIA B. BUYA-AO					10
CHRISTOPHER C. BENIGNO					
CELIA S. BOLANTE, CPA					
FATIMA AVA A. BATONDO					
EDEN B. ADRIATICO					
MARIA FE ALCOS					
ANGELICA P. BERMUDEZ					
NORVHEE JOY B. GALLARDO					
LIWLIWA R. SALAZAR					
JUMAR T. PRINCER					
				BATCH 3- MARCH 13, 2020	62

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD	
BATCH 4- MARCH 14, 2020					
Bucay District	SALVADOR FRANCISCO B. BRINGAS	LENIDA A. TABERDO	Layugan IS (Elementary) Layugan IS (Junior HS) Calao ES Bangbangcag PS Siwasiw ES Lublubnac PS Tabiog ES	Bernardino B. Lazo, Jr. Catherine A. Peig	15
Bucay District	JENNIFER B. ALOY	WILMA M. VIADO	Bucay North ES Bugbog ES Abang ES Bangcagan PS Pagala East PS Pagala West ES Bucay CS Dugong ES Madalipay ES Quimloong ES Patoc ES	Petronilo P. Brigola Jovy T. Bugaoisan Amelia B. Tubaña Annabelle T. Guidang Gabriel B. Velasco Ailyn B. Taberdo Ursula C. Felina Mario P. Garcia Rosa Maria G. Bides	
Danglas District	MACAMTAR G. DALANGIN	JOE ANN B. BRAGAS	Abaquid ES Danglas CS Manganip ES Padangitan ES Nagaparan ES	Olly Joy R. Sulian Alfredo B. Lanas Agnes M. Dolaoen Hector B. Escala Rose P. Casigay	7
Lagayan District	ELIZABETH P. PASCUA		Ba-i IS (Elementary) Ba-i IS (Junior HS) Pang-ot PS Collago ES Lukgay PS Lagayan CS Baybayatin PS Kiwass PS Pulot ES	Matilde S. Ci-o Felimar C. Molina Simplicia G. Donato Balmarie D. Bayle	5
La Paz District	FLORO D. CASTRO	LORNA H. BERONILLA	Benben PS Canan ES Liguís ES Sidongan PS Mudeng ES Udangan PS Toon ES	Archie C. Pre Marcelo A. Ton Jomar P. Brub Andres E. Cay-an Emelda S. Beñas	13
La Paz District	DERIC V. CANETE		Bulbulala ES Isit PS Gongonot PS Malabbaga ES La Paz IS (Elementary) La Paz IS (Junior HS) Pidipid ES San Gregorio ES	Rolando S. Blanes Lorna C. Belena Jacinto S. Bose Nora V. Bugasto Cayetano B. Barcena	

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD	
Langiden District	KARYLL MAE C. BIGORNIA	ERWIN M. BERGONIA	Baac ES	Delfin B. Blando	5
			Quillat ES		
			Langiden CS	Josemar M. Madriaga	
			Mabungtot ES	Dina T. San Miguel	
			Malapaao ES		
San Quintin District	EDDIE BOY G. APOLINAR	KAREN MIROFE A. CARIÑO	Pantoc ES	Hilda M. Palecpec	5
			Villa Mercedes ES	Marissa V. Bayle	
			Presentar PS		
			Tangadan ES	Honorata M. Perlas	
			San Quintin CS		
	Palang PS				
	ELAINE G. MERCADO	MARK MOISES TA-A	Gaddani NHS		2
	GLORIA B. BUYA-AO				10
	CHRISTOPHER C. BENIGNO				
	CELIA S. BOLANTE, CPA				
	FATIMA AVA A. BATONDO				
	EDEN B. ADRIATICO				
	MARIA FE ALCOS				
	ANGELICA P. BERMUDEZ				
	NORVHEE JOY B. GALLARDO				
	LIWLIWA R. SALAZAR				
	JUMAR T. PRINCER				
				BATCH 4- MARCH 14, 2020	62

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD	
BATCH 5- MARCH 16, 2020					
Dolores District	DANILO T. BUENAFE, JR.	MAY IZON P. CABUNOC	Don Rosalio Eduarte ES	Dahlia L. Silvania	10
			Kimmalaba ES	Marlene A. Tesoro	
			Libtec ES		
			Cabaroan ES	Proscila B. Tesoro	
			Mudlit ES	Pepito T. Biccay	
			Cardona ES	Alejandria B. Fernandez	
			Lourdes Zapata ES	Conchita T. Zapata	
			Dolores CS		
			Pacac ES	May Edina B. Timbreza	
			Taping ES		
Bangued District	BONIGEL A. BERNAL		Cosili ES	Wendelino T. Arias	24
			Cosili West PS	Valeria A. Bayle	
			Macarcarmay ES	Margarita C. Balla	
			Maoay ES	Bernadette B. Moyrong	
			Sappaac ES	Catalino C. Bisquera	
			Sinalang Pilot ES		
			Malita PS	Irenea A. Viado	
			Bacsil ES	May B. Arconado	
			Bangued East CS	Segundina B. Pizarro	
			Calot ES	Melba B. Linggayo	
Bangued District	ARIANE T. BENAURO	FRANKLIN L. PIAS	Sinapangan ES		
			Sta. Rosa PS		
Bangued District	FROYLAN B. ADAME			Agtangao ES	Neñita P. Sabino
				Lubong PS	Rolando B. Belmes
				Bangued North ES	Virginia B. Baruela
				Bañacao ES	Shirley W. Galera
				San Antonio ES	Emyrose M. Cariño
				Sagap ES	Elsa P. Bliss
				Patucannay ES	Imelda B. Dosono
				Bangued West CS	Fernandina B. Lagundino
Bangued District	ANGEL E. PADRE	MARIET R. PATARAY	Abra Special Education Center	Merlita F. Bringas	
				Bangbangar ES	Rosell B. Polis
				Dangdangla ES	Reynaldo D. Sabian
				Calaba ES	Pepito Q. Trinidad
				Dumayco PS	Minerva Joy L. Addun
				Malamsit ES	Charito B. Soliven
				Peñarrubia IS (Elementary)	
				Peñarrubia IS (Junior HS)	
				Lusuac ES	
				Namarabar ES	
Peñarrubia District	MAPET ROSE C. BARGAS		Tattawa PS		
			Sta. Rosa ES	Maria Lorena B. Bisares	
					7

DISTRICT	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT II	ASSIGNED SCHOOLS	SCHOOL HEAD	
Pidigan District	ROMEO M. PARIÑAS		Arab ES	Amelita B. Paculdar	6
			Banay PS	Manuela B. Garcia	
			Pangtud PS		
			Pidigan CS		
			Poblacion West PS		
Pidigan District	MARLOW A. BRAGAS		Casilagan PS	Pilita C. Apolinar	
			Suyo Pilot ES		
			Yuyeng PS	Ursalina P. Panelo	
			San Diego ES		
			Nagdaingan ES		
			Sulbec PS		
			Garreta ES		
	ESTHER R. TAMAYO	RYAN T. BRIOSO	Pulot NHS	5	
	JUMAR T. PRINCER	EDWIN B. BENABESE	Quidaoen NHS		
			Rosalio Eduarte NHS		
			Cayapa NHS		
DENNIS T. DUPO			Pangtod NHS		
			Tagodtod NHS		
			MYBBM NHS		
	GLORIA B. BUYA-AO			10	
	CHRISTOPHER C. BENIGNO				
	CELIA S. BOLANTE, CPA				
	FATIMA AVA A. BATONDO				
	EDEN B. ADRIATICO				
	MARIA FE ALCOS				
	ANGELICA P. BERMUDEZ				
	NORVHEE JOY B. GALLARDO				
	LIWLIWA R. SALAZAR				
	JUMAR T. PRINCER				
BATCH 5- MARCH 16, 2020				62	