



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

RELEASED
 AUG 19 2021
 DEPED-ABRA TIME 8:30

DIVISION MEMORANDUM
 NO. 274, s. 2021

AUGUST 18, 2021

**SKILLS ENHANCEMENT OF SENIOR BOOKKEEPERS AND
 DISBURSING OFFICERS FOR AUGUST 2021**

To : All Senior Bookkeepers of Non-IU Elementary & Secondary Schools
 All Disbursing Officers of Non-IU Elementary & Secondary Schools
 All Senior Bookkeepers & Disbursing Officers under the Accounting Unit

1. Pursuant to the mandated duties and responsibilities of the Accounting Unit to organize and conduct activities that would capacitate and provide skills enhancement to the school-based Senior Bookkeepers and Disbursing Officers in the preparation of financial reports of schools, SDO Abra (Accounting Unit) will be conducting a **Skills Enhancement of Senior Bookkeepers and Disbursing Officers for August 2021 on August 26, 2021 (01:00 pm to 05:00 pm) for Batch 1 & August 27, 2021 (01:00 pm to 05:00 pm) for Batch 2.**

2. The objective of this skills enhancement is to ensure the timely submission of the following financial reports:

- a. Liquidation of Cash Advances
- b. Monthly Bank Reconciliation Statement
- c. Quarterly Annex G (Authority to Debit/Credit Account)

3. The participants of this activity are as follows:

- a. All Senior Bookkeepers of Non-IU Elementary & Secondary Schools
- b. All Disbursing Officers of Non-IU Elementary & Secondary Schools
- c. Accountant III and all Administrative Assistants under the Accounting Unit

Please see attached list of participants per batch.

4. The venue of this activity shall be at Bangued West Central School Conference Hall.

5. All participants are required to bring their laptop and all financial reports for submission.



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

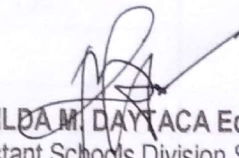


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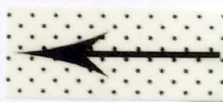
6. Expenses in the conduct of this activity shall be charged from Schools Division MOOE Fund subject to usual budgeting, accounting and auditing rules and regulations. Snacks will be provided to all participants. Travelling expenses shall be charged from School MOOE Fund.

7. Health protocols and all precautionary measures of Covid-19 from the DOH and IATF will be strictly observed before, during and after the conduct of this activity. Social distancing, wearing of facemask, hand washing and disinfection should be done.

8. All participants are required to attend to this activity. Wide dissemination and strict compliance with this memorandum is hereby requested.


BENILDA M. DAYTACA EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

OSDS / ACCTG / CSB / DM - SKILLS ENHANCEMENT OF SENIOR BOOKKEEPERS
AND DISBURSING OFFICERS FOR AUGUST 2021



Attachment to Division Memorandum No. _____

BATCH 1 - AUGUST 26, 2021 (01:00 PM TO 05:00 PM)

DISTRICT	ADAS III	ADAS II
Boliney District	HERSHEY M. VALENTINO	LICEL WISCO
La Paz District	FLORO D. CASTRO	LORNA H. BERONILLA
Malibcong District	SHERTON WILLIAM L. BALMACEDA JESSIECA B. BARCENA	GEMMA C. PISCO
Luba-Tubo District	ROXANNE DIANA A. BISCARRA	DERNA A. GAYYED
	JENALYN D. DAVIS	
	RONALD G. INGO	
	JULI-AN B. TUMALIP	SHERMAN D. CABANDAY
	QUISHELLE G. DAKIWAS	
	FRANCES ARIANNE M. MUNAR	
Bucloc /Daguioman District	DESERIE F. PADERES	CHRISTITA D. ZABALLERO
Sallapadan District	HIYASMEN A. MARDO	KATHERINE Q. TENEBRO
	DEZABELLE A. CABILAN	
Manabo District	JUSTINE RICA S. RACSA	JULIE ANGELICA B. ULIBAS
Peñarrubia District	MAPET ROSE C. BARGAS	MARIET R. PATARAY
Pidigan District	ROMEO M. PARIÑAS	ROYCE ANNE G. SIBAL
	MARLOW A. BRAGAS	
Langiden District	KARYLL MAE C. BIGORNIA	ERWIN M. BERGONIA
San Quintin District	EDDIE BOY G. APOLINAR	KAREN MIROFE A. CARIÑO
Pilar District	MAURICE A. DELA ROSA	LEONIDA C. ABELLA
	MARIONETTE F. JOVELO	
San Isidro District	JAY JAY T. BUENAFE	JUSTICE JOYCE V. BRILLANTES
Villaviciosa District	ZORAIDA V. SHARIEF	ETHEL JANE V. MALANA
SECONDARY	RIZANNE C. COLLADO	ALLAN A. BORILLO
	MARLOWE R. GALLARDO	JESLEY PAT M. BARBERO
	JOEY A. GUZMAN	ADLAI ROBIN A. GONZALES
	JULIUS B. BLAZA	ERIC G. AQUINO
	JONA J. ACOSTA BALUBAR	MARICHU B. BELMES
FACILITATORS	CELIA S. BOLANTE, CPA - Accountant III	
	MARIA FE B. ALCOS - ADAS III	
	ANGELICA P. BERMUDEZ - ADAS III	
	NORVHEE JOY B. GALLARDO - ADAS III	
	OROSIA ARNOLDA LIWLIWA R. SALAZAR - ADAS III	
	MAYBEL AIZA P. PACLERA - ADAS II	

BATCH 2 - AUGUST 27, 2021 (01:00 PM TO 05:00 PM)

Bangued District	BONIGEL A. BERNAL	CARLOS B. BARGAS JR.
	ARIANE T. BENAURO	
	FROYLAN B. ADAME	EDWIN B. BENABESE
	ANGEL E. PADRE	
Lagayan District	ELIZABETH P. PASCUA	AMADOR G. BAGA JR.
Tineg District	ALONA S. BERMILLO	VACANT
	BRENDA B. CIERVO	
Baay-Licuan District	WINI JELLY M. MACARAEG	MARICRIS BENZON
	ROEL JHUN B. TANGBAOAN	MARINEL C. TIMBREZA
Dangias District	MACAMTAR G. DALANGIN	JOE ANN B. BRAGAS
Lagangilang District	CECILLE B. FILARCA	JANSEN RHEY T. CABAÑERO
	CLARITA L. VISTE	
Bucay District	SALVADOR FRANCISCO B. BRINGAS	LENIDA A. TABERDO
	JENNIFER B. ALOY	WILMA M. VIADO
Tayum District	IMELDA T. BUENA	GICEL B. TACANAY
Dolores District	DANILO T. BUENAFE, JR.	MAY IZCON P. CABUNOC
	BEA ALISTAIR G. REYES	
Lacub District	ROCKY JAMES M. MANZANO	GENEFER E. BAÑEZ
San Juan District	BETTY Z. CABANAOAN	OICA C. LAURETA
	MAY FLOR T. SANCHEZ	
SECONDARY	ESTHER R. TAMAYO	RYAN T. BRIOSO
	JUMAR T. PRINCER	VACANT
	GEREX B. PABILLANO	MARIBEL REGULACION
	ELAINE G. MERCADO	MARK MOISES TA-A
	DENNIS T. DUPO	CHERRY B. AVERO
	CRESENCIA B. TUMBAGA	VILMA FIGARES
	MARISSA G. BOBILES	MARIVEL A. NATIVIDAD
FACILITATORS	CELIA S. BOLANTE, CPA - Accountant III	
	MARIA FE B. ALCOS - ADAS III	
	ANGELICA P. BERMUDEZ - ADAS III	
	NORVHEE JOY B. GALLARDO - ADAS III	
	OROSIA ARNOLDA LIWLIWA R. SALAZAR - ADAS III	
	MAYBEL AIZA P. PACLEBA - ADAS II	