



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

RELEASED
AUG 19 2021
DEPED-ABRA TIME

DIVISION MEMORANDUM
NO. 280, s. 2021

AUGUST 18, 2021

BUDGET & FINANCE MONTHLY MEETING – AUGUST 2021

To : ASDS
Accountant III
AO V - Budget Officer
Administrative Assistants from the Accounting Unit
Administrative Assistants from the Budget Section

1. As part of the efforts of our division to ensure the efficiency and timeliness of financial services, please be informed that there will be a **BUDGET & FINANCE MONTHLY MEETING** on **AUGUST 24, 2021 08:00 AM to 05:00 PM**.

2. The objectives of this activity are as follows:

- to update all participants on financial matters and to discuss financial issues and concerns from clientele;
- to discuss our ways forward to achieve timely and quality delivery of respective KRAs and
- to discuss other matters relative to personnel concerns.

3. The participants of this activity are the following:

- Accountant III
- Budget Officer
- Six (6) Administrative Assistants from the Accounting Unit
- Eight (8) District Bookkeepers
- Three (3) Administrative Assistants from the Budget Section
- SDS
- ASDS

Please see attached list of participants.

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

5. 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 and lunch will be provided to all participants.

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Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
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6. 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.

7. 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 / BUDGET / EVB / DM - BUDGET & FINANCE MONTHLY MEETING – AUGUST 2021



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LIST OF PARTICIPANTS
 BUDGET & FINANCE MEETING
 AUGUST 24, 2021
 BANGUED WEST CENTRAL SCHOOL CONFERENCE HALL

NO.	NAME	POSITION
1	DAYTACA, BENILDA M.	Schools Division Superintendent
2		Asst. Schools Division Superintendent
3	BOLANTE, CELIA S.	Accountant III
4	BATONDO, ELMER V.	AO V
5	ALCOS, MARIA FE B.	ADAS III
6	BERMUDEZ, ANGELICA P.	ADAS III
7	GALLARDO, NORVHEE JOY B.	ADAS III
8	SALAZAR, OROSIA ARNOLDA LIWLIWA R.	ADAS III
9	PACLEBA, MAYBEL AIZA P.	ADAS II
10	VALERA, SONNY BOY A.	ADAS II
11	BLAZA, JULIUS B.	ADAS III
12	BALUBAR, JONA A.	ADAS III
13	TAMAYO, ESTHER R.	ADAS III
14	COLLADO, RIZANNE C.	ADAS III
15	PRINCER, JUMAR T.	ADAS III
16	GALLARDO, MARLOWE R.	ADAS III
17	PABILLANO, GEREX B.	ADAS III
18	GUZMAN, JOEY A.	ADAS III
19	BARRIL, ROLLY JOY "RJ" C.	ADAS III
20	REYES, MARY MONETTE NOELLE A.	ADAS II
21	CABUTAJE, CHRISTOPHER C.	ADAS I

BUDGET & FINANCE MONTHLY MEETING – AUGUST 2021
AUGUST 24, 2021 08:00 AM to 05:00 PM
 Bangued West Central School Conference Hall

PROGRAM OF ACTIVITIES

TIME	TOPIC/ACTIVITY	LEARNING FACILITATOR/S
08:00 am to 8:30 am	Registration of Participants	ADAS II – MAYBEL AIZA P. PACLEBA
08:31 am to 09:00 am	Singing of National Anthem	ADAS III – ESTHER R. TAMAYO
	Prayer	ADAS III – JONA A. BALUBAR
	Acknowledgement of Participants	ADAS III – RIZANNE C. COLLADO
09:01 am to 09:30 am	Inspirational Message	SDS – BENILDA M. DAYTACA EdD, CESO VI
09:31 am to 10:15 am	Presentation of updates, issues and concerns from the Budget Section	AO V – ELMER V. BATONDO
10:16 am to 10:30 am	HEALTH BREAK	
10:31 am to 12:00 pm	Continuation..... Presentation of updates, issues and concerns from the Budget Section	AO V – ELMER V. BATONDO
12:01 pm to 01:00 pm	LUNCH BREAK	
01:01 pm to 04:00 pm	Presentation of updates, issues and concerns from the Accounting Unit	Accountant III - CELIA S. BOLANTE, CPA
04:01 pm to 04:45 pm	Open Forum for other matters	Accountant III - CELIA S. BOLANTE, CPA AO V – ELMER V. BATONDO
04:45 pm to 05:00 pm	CLOSING REMARKS	

Resource Persons:

- a. Celia S. Bolante, CPA – Accountant III
- b. Elmer V. Batondo – AO V

Secretariat:

- a. Maybel Aiza P. Pacleba – ADAS II (Accounting)
- b. Angelica P. Bermudez – ADAS III (Accounting)

Emcee:

- a. Rolly Joy "RJ" C. Barril – ADAS III (Budget)

Technical Working Group:

- a. Julius B. Blaza - ADAS III (Accounting)
- b. Joey A. Guzman - ADAS III (Accounting)
- c. Gerex B. Pabillano - ADAS III (Accounting)
- d. Jumar T. Princer - ADAS III (Accounting)
- e. Marlowe R. Gallardo - ADAS III (Accounting)