



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

RELEASED
 OCT 07 2021
 DEPED-ABRA TIME 3:10

OCTOBER 6, 2021

DIVISION MEMORANDUM
 NO. 558, s. 2021

BUDGET & FINANCE MONTHLY MEETING – OCTOBER 2021

To : ASDS
 Accountant III
 AO V - Budget Officer
 Administrative Assistants from the Accounting Section
 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 MEETING** on **OCTOBER 15, 2021 (08:00 AM to 05:00 PM)** and on **OCTOBER 29, 2021 (08:00 AM to 05:00 PM)**.

2. The objectives of this activity are as follows:

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

3. The participants of this activity are the following:

- a. Accountant III
- b. Budget Officer
- c. Six (6) Administrative Assistants from the Accounting Section
- d. Eight (8) District Bookkeepers
- e. Three (3) Administrative Assistants from the Budget Section
- f. SDS
- g. ASDS

Please see attached list of participants.

4. The venue of this activity shall be at DepEd SDO Abra Conference Hall 2a (3rd Floor).

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. AM & PM snacks and lunch will be provided to all participants.




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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 CRN 50500994 QM15

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 / CSB / DM - BUDGET & FINANCE MEETING – OCTOBER 2021



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Attachment to Division Memorandum No. _____

LIST OF PARTICIPANTS
BUDGET & FINANCE MEETING
OCTOBER 15 & 29, 2021
DepEd SDO Abra Conference Hall 2a (3rd Floor)

NO.	NAME	POSITION
1	DAYTACA, BENILDA M.	Schools Division Superintendent
2	EGSAEN, SAMUEL JR. T.	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