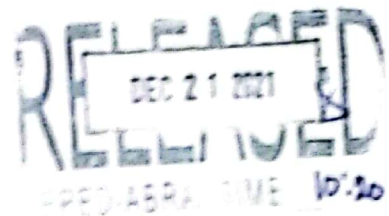




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF ABRA



DECEMBER 20, 2021

DIVISION MEMORANDUM  
NO. 449, s. 2021

**SKILLS ENHANCEMENT OF SENIOR BOOKKEEPERS AND  
DISBURSING OFFICERS – DECEMBER 2021**

To : Accountant III  
Administrative Assistants from the Accounting Section  
All Senior Bookkeepers of Non-IU Elementary & Secondary Schools  
All Disbursing Officers of Non-IU Elementary & Secondary Schools

1. Pursuant to the mandated duties and responsibilities of the Accounting Section 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 the month of December 2021 on December 27, 2021 (Batch 1 – 08:00 am to 12:00 pm & Batch 2 – 01:00 pm to 05:00 pm).

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 Conference Hall 2A & 2B, 3<sup>rd</sup> Floor SDO Abra.

5. All participants are required to submit Authority to Debit/Credit Account (ANNEX G) as of December 20, 2021 of their respective cluster schools assignment. The particulars to be indicated in this form should be the following:

- a. net interest income (interest income less tax) for the First, Second and Third Quarters of 2021; and
- b. unexpended cash advance (net of maintaining balance, funding for outstanding checks issued, and net interest income).

Note: Please attach Schedule of Outstanding Checks as of October 31, 2021.

QM - Page 1 of 2



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



ISO 9001:2015 Certified  
Quality Management System  
CRN 50500994 QM15


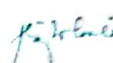

Accelerating and Bolstering Responsive Education that Nurtures Inspired and Outstanding LEARNERS... #ServingYOUwithaHeart

6. Non-submission of the Authority to Debit or Credit Account shall subject the account to **automatic sweeping**, net of maintaining balance. All schools are expected to practice utmost diligence in preparing and submitting the Authority to Debit or Credit Account as of the 20<sup>th</sup> of December to **avoid bounced checks**, for which service charges will be imposed by the bank.

7. 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.

8. 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.

9. 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 – DECEMBER 2021



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



ISO 9001:2015 Certified  
Quality Management System  
CRN 50500994 QM15

**BATCH 1 DECEMBER 22, 2021 (08:00 AM TO 12:00 PM)**

DISTRICT	ADAS III	ADAS II
Baay-Licuán District	WINI JELLY M. MACARAEG	MARICRIS BENZON
	ROEL JHUN B. TANGBAOAN	MARINEL C. TIMBREZA
Boliney District	HERSHEY M. VALENTINO	LICEL WISCO
Budloc /Daguiooman District	DESERIE F. PADERES	CHRISTITA D. ZABALLERO
Danglas District	MACAMTAR G. DALANGIN	JOE ANN B. BRAGAS
Dolores District	DANILO T. BUENAFE, JR.	MAY IZCON P. CABUNOC
	BEA ALUSTAIR G. REYES	
La Paz District	FLORO D. CASTRO	LORNA H. BERONILLA
Lacub District	ROCKY JAMES M. MANZANO	GENEFER E. BAÑEZ
Lagangilang District	CECILLE B. FILARCA	JANSEN RHEY T. CABAÑERO
	CLARITA L. VISTE	
Lagayan District	ELIZABETH P. PASCUA	AMADOR G. BAGA JR.
Langiden District	KARYLL MAE C. BIGORNIA	ERWIN M. BERGONIA
Malibcong District	SHERTON WILLIAM L. BALMACEDA	GEMMA C. PISCO
	JESSIECA B. BARCENA	
Manabo District	JUSTINE RICA S. RACSA	JULIE ANGELICA B. ULIBAS
Peñarrubia District	MAPET ROSE C. BARGAS	MARIET R. PATARAY
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	
Pidigan District	ROMEO M. PARIÑAS	ROYCE ANNE G. SIBAL
	MARLOW A. BRAGAS	
Pilar District	MAURICE A. DELA ROSA	LEONIDA C. ABELLA
	MARIONETTE F. JOVELO	

**BATCH 2 DECEMBER 22, 2021 (01:00 PM TO 05:00 PM)**

DISTRICT	ADAS III	ADAS II
Sallapadan District	HIYASMEN A. MARDO	KATHERINE Q. TENEBRO
	DEZABELLE A. CABILAN	
San Isidro District	JAY JAY T. BUENAFE	JUSTICE JOYCE V. BRILLANTES
San Juan District	BETTY Z. CABANAOGAN	OICA C. LAURETA
	MAY FLOR T. SANCHEZ	
San Quintin District	EDDIE BOY G. APOLINAR	KAREN MIROFE A. CARIÑO
Tayum District	IMELDA T. BUENA	GICEL B. TACANAY
Tineg District		ALONA S. BERMILLO
	BRENDA B. CIERVO	
Villaviciosa District	ZORAIDA V. SHARIEF	ETHEL JANE V. MALANA
Bangued District	BONIGEL A. BERNAL	CARLOS B. BARGAS JR.
	ARIANE T. BENAURO	
	FROYLAN B. ADAME	
	ANGEL E. PADRE	
Bucay District	SALVADOR FRANCISCO B. BRINGAS	LENIDA A. TABERDO
	JENNIFER B. ALOY	WILMA M. VIADO
SECONDARY	RIZANNE C. COLLADO	ALLAN A. BORILLO
	MARLOWE R. GALLARDO	JESLEY PAT M. BARBERO
	JOEY A. GUZMAN	ADLAI ROBIN A. GONZALES
	ESTHER R. TAMAYO	RYAN T. BRIOSO
	JUMAR T. PRINCER	EDWIN B. BENABESE
	JULIUS B. BLAZA	ERIC G. AQUINO
	JONA J. ACOSTA-BALUBAR	MARICHU B. BELMES
	GEREX B. PABILLANO	JAYSON G. BOLANTE
	ELAINE G. MERCADO	MARK MOISES TA-A
	DENNIS T. DUPO	CHERRY B. AVERO
	CRESENCIA B. TUMBAGA	VILMA FIGARES
	MARISSA G. BOBILES	MARIVEL A. NATIVIDAD

**LEARNING 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