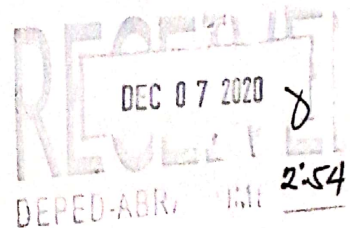




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



DIVISION MEMORANDUM
NO. 300, s. 2020

DECEMBER 3, 2020

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

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

Subject : **Seminar-Workshop in the Preparation of Authority to Debit/Credit Account (ANNEX G) and its Documentary Requirements**

Date : **December 16, 2020 from 08:00 am to 05:00 pm.**

1. In compliance to DepEd Order No. 29, s. 2019 Procedural Guideline No. 32.3 and in relation to Division Memorandum No. _____, this office announces the conduct of Seminar-Workshop in the Preparation of Authority to Debit/Credit Account (ANNEX G) and its Documentary Requirements to all Administrative Assistant II & III of Non-Implementing Schools (Elementary & Secondary) on December 16, 2020 from 08:00 am to 05:00 pm.

2. The objective of the orientation is to assist all Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer) in the preparation of Annex G prior to the automatic sweeping of balances of the opened checking account under DepEd Order No. 29, s. 2019 at LBP Bangued Branch and to update all participants relative to the status of financial reports of each assigned schools.

3. The participants of this orientation are as follows:

- a. All Administrative Assistant III (Senior Bookkeeper) of Non-Implementing Schools (Elementary & Secondary)
- b. All Administrative Assistant II (Disbursing Officer) of Non-Implementing Schools (Elementary & Secondary)

Please see attached list of participants.

4. The venue of this activity shall be at the Conference Hall 2a & 2b, 3rd Floor SDO Abra.

5. All participants are required to bring their laptop, Bank Reconciliation Statement as of November 30, 2020, bank snapshot for the period December 1 to 11 or 15, 2020, Annex G per school signed by the school head, Summary of Allotments and Disbursements as of December 15, 2020, and cash book for all funds of all assigned 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



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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. Lunch, am and pm 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.

GLORIA B. BUYA-AO
Schools Division Superintendent



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Attachment to Division Memorandum No. _____

DISTRICT	ADAS III	ADAS II
Baay-Licuan District	WINI JELLY M. MACARAEG	MARICRIS BENZON
	ROEL JHUN B. TANGBAOAN	
Boliney District	HERSHEY M. VALENTINO	MARINEL C. TIMBREZA
Bucloc /Daguiooman District	DESERIE F. PADERES	CHRISTITA D. ZABALLERO
Danglas District	MACAMTAR G. DALANGIN	JOE ANN B. BRAGAS
Dolores District	DANILO T. BUENAFE, JR.	MAY IZON P. CABUNOC
	BEA ALISTAIR G. REYES	
La Paz District	FLORO D. CASTRO	LORNA H. BERONILLA
	DERIC V. CANETE	
Lacub District	ROCKY JAMES M. MANZANO	GENEFER E. BAÑEZ
Lagangilang District	CECILLE B. FILARCA	PALMARIE VICTORIA P. VERZOLA
	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	
Sallapadan District	HIYASMEN A. MARDÓ	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	MARLOWE R. GALLARDO	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	FRANKLIN L. PIAS
	ANGEL E. PADRE	
Bucay District	SALVADOR FRANCISCO B. BRINGAS	LENIDA A. TABERDO
	JENNIFER B. ALOY	WILMA M. VIADO

SECONDARY	PACITA T. MOLINA	ALLAN A. BORILLO
		JESLEY PAT M. BARBERO
	ROLLY JOY "RJ C. BARRIL	ADLAI ROBIN A. GONZALES
	ESTHER R. TAMAYO	RYAN T. BRIOSSO
	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
 FATIMA AVA A. BATONDO - AO IV
 MARIA FE B. ALCOS - ADAS III
 ANGELICA P. BERMUDEZ - ADAS III
 NORVHEE JOY B. GALLARDO - ADAS III
 MAYBEL AIZA P. PACLEBA - ADAS II
 OROSIA ARNOLDA LIWLIWA R. SALAZAR - ADAS III