



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM
NO. 089, s. 2021

MARCH 5, 2021

To : **All Senior Bookkeepers of Non-IU Elementary & Secondary Schools
All Disbursing Officers of Non-IU Elementary & Secondary Schools**

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

Subject : **Skills Enhancement of Senior Bookkeepers and Disbursing
Officers for Quarter 1 of 2021**

Date : **March 10, 2021**

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 the 1st Quarter of 2021** on **March 10, 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, 3rd Floor SDO Abra.

5. All participants are required to bring their laptop, Bank Reconciliation Statement as of January 31, 2021, Summary of Allotments and Disbursements as of March 9, 2021 and cash book for all funds of all assigned schools.



Address: Actividad-Economia St., Zone 2, Bangued, Abra
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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



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BATCH 1 MARCH 10, 2021 (08:00 AM TO 12:00 PM)

DISTRICT	ADAS III	ADAS II
Bany-Licuan District	WINI JELLY M. MACARAEG	MARICRIS BENZON
	ROEL JHUN B. TANGBAOAN	MARINEL C. TIMBREZA
Boliney District	HERSHEY M. VALENTINO	LICEL WISCO
Budloc /Daguioman District	DESERIE F. PADRES	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	RICKY 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
Mallibcong District	SHERTON WILLIAM L. BALMACEDA	GEMMA C. PISCO
	JESSIECA B. BARCENA	
Manabo District	JUSTINE RICA S. RACSA	JULIE ANGELICA B. ULIBAS
Pefarrubia 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 MARCH 10, 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. CABANAOAN	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
		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