



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

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OCTOBER 6, 2021

DIVISION MEMORANDUM
NO. 334, s. 2021

**VIRTUAL SKILLS ENHANCEMENT OF SENIOR BOOKKEEPERS AND
DISBURSING OFFICERS**

To : All Senior Bookkeepers of Non-IU Elementary & Secondary Schools
All Disbursing Officers of Non-IU Elementary & Secondary Schools
All Senior Bookkeepers & Disbursing Officers under the Accounting Section

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 Section) will be conducting a **Virtual Skills Enhancement of Senior Bookkeepers and Disbursing Officers** on **October 13-14, 2021 (08:00 am to 05:00 pm)**.

2. The objective of this skills enhancement are:

a. to ensure the timely submission of the following financial reports:

- a.1 Liquidation of Cash Advances
- a.2 Monthly Bank Reconciliation Statement
- a.3 Quarterly Annex G (Authority to Debit/Credit Account); and

b. to provide timely updates on financial matters.

3. The participants of this virtual 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.

4. This activity will be conducted through MS Teams.
The venue for the facilitators and SDO-based District Bookkeepers shall be at DepEd SDO Abra Conference Hall 2a (3rd Floor).

5. All school-based ADAS II and ADAS III should attend through the MS Teams and will be allowed to reimburse **Php200.00 load allowance** for this 2-day activity. The basis of payment for this will be the online attendance. Participants will be required to submit a Certificate of Expenses not Requiring Receipt (CENRR).

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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. AM snacks, lunch and PM snacks will be provided to all SDO-based participants.
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. DAVTACA EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent 

OSDS / ACCTG / CSB / DM - VIRTUAL SKILLS ENHANCEMENT OF SENIOR BOOKKEEPERS AND DISBURSING OFFICERS



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**PARTICIPANTS TO THE VIRTUAL SKILLS ENHANCEMENT OF SENIOR BOOKKEEPERS
AND DISBURSING OFFICERS**

OCTOBER 13-14, 2021

DISTRICT	ADAS III	ADAS II
Bangued District	BONIGEL A. BERNAL	CARLOS B. BARGAS JR.
	ARIANE T. BENAURO	
	FROYLAN B. ADAME	EDWIN B. BENABESE
	ANGEL E. PADRE	
Lagayan District	ELIZABETH P. PASCUA	AMADOR G. BAGA JR.
Tineg District	ALONA S. BERMILLO	VACANT
	BRENDA B. CIERVO	
Baay-Licuan District	WINI JELLY M. MACARAEG	MARICRIS BENZON
	ROEL JHUN B. TANGBAOAN	MARINEL C. TIMBREZA
Danglas District	MACAMTAR G. DALANGIN	JOE ANN B. BRAGAS
Lagangilang District	CECILLE B. FILARCA	JANSEN RHEY T. CABAÑERO
	CLARITA L. VISTE	
Bucay District	SALVADOR FRANCISCO B. BRINGAS	LENIDA A. TABERDO
	JENNIFER B. ALOY	WILMA M. VIADO
Tayum District	IMELDA T. BUENA	GICEL B. TACANAY
Dolores District	DANILO T. BUENAFE, JR.	MAY IZCON P. CABUNOC
	BEA ALISTAIR G. REYES	
Lacub District	ROCKY JAMES M. MANZANO	GENEFER E. BAÑEZ
San Juan District	BETTY Z. CABANAAN	OICA C. LAURETA
	MAY FLOR T. SANCHEZ	
Boliney District	HERSHEY M. VALENTINO	LICEL WISCO
La Paz District	FLORO D. CASTRO	LORNA H. BERONILLA
Malibcong District	SHERTON WILLIAM L. BALMACEDA	GEMMA C. PISCO
	JESSIECA B. BARCENA	
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	

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OCTOBER 13-14, 2021

Bucloc /Daguioman District	DESERIE F. PADERES	CHRISTITA D. ZABALLERO
Sallapadan District	HIYASMEN A. MARDO	KATHERINE Q. TENEBRO
	DEZABELLE A. CABILAN	
Manabo District	JUSTINE RICA S. RACSA	JULIE ANGELICA B. ULIBAS
Peñarrubia District	MAPET ROSE C. BARGAS	MARIET R. PATARAY
Pidigan District	ROMEO M. PARIÑAS	ROYCE ANNE G. SIBAL
	MARLOW A. BRAGAS	
Langiden District	KARYLL MAE C. BIGORNIA	ERWIN M. BERGONIA
San Quintin District	EDDIE BOY G. APOLINAR	KAREN MIROFE A. CARIÑO
Pilar District	MAURICE A. DELA ROSA	LEONIDA C. ABELLA
	MARIONETTE F. JOVELO	
San Isidro District	JAY JAY T. BUENAFE	JUSTICE JOYCE V. BRILLANTES
Villaviciosa District	ZORAIDA V. SHARIEF	ETHEL JANE V. MALANA
SECONDARY SCHOOL-BASED	ELAINE G. MERCADO	MARK MOISES TA-A
	DENNIS T. DUPO	CHERRY B. AVERO
	CRESENCIA B. TUMBAGA	VILMA FIGARES
	MARISSA G. BOBILES	MARIVEL A. NATIVIDAD
		MARIBEL REGULACION
		ALLAN A. BORILLO
		JESLEY PAT M. BARBERO
		ADLAI ROBIN A. GONZALES
		ERIC G. AQUINO
		MARICHU B. BELMES
		RYAN T. BRIOSO

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OCTOBER 13-14, 2021

SECONDARY SDO-BASED	RIZANNE C. COLLADO	
	MARLOWE R. GALLARDO	
	JOEY A. GUZMAN	
	JULIUS B. BLAZA	
	JONA J. ACOSTA-BALUBAR	
	ESTHER R. TAMAYO	
	JUMAR T. PRINCER	
	GEREX B. PABILLANO	
FACILITATORS	BENILDA M. DAYTACA, EdD, CESO VI - OIC SDS	
	SAMUEL T. EGSAEN JR., EdD - ASDS	
	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	
	SONNY BOY A. VALERA - ADAS II	