



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

RELEASED  
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March 29, 2022

Division Memorandum  
No. 085, s. 2022

**ORIENTATION-WORKSHOP ON THE PREPARATION OF  
CY 2022 FIRST QUARTER FINANCIAL REPORTS**

To: **ASDS  
ACCOUNTANT III  
AO V - BUDGET OFFICER  
ADMINISTRATIVE ASSISTANTS FROM THE FINANCE SECTION  
ADMINISTRATIVE ASSISTANT FROM THE BUDGET SECTION  
FINANCE PERSONNEL OF THE IMPLEMENTING UNIT SCHOOLS**

1. The Orientation-Workshop on the Preparation of CY 2022 First Quarter Financial Reports is scheduled on April 5, 6 & 7, 2022. Check-in time is at twelve o'clock in the afternoon of Day 0 (April 5, 2022).
2. The objectives of this activity are as follows:
  - a. facilitate the reconciliation of fund releases and reciprocal accounts;
  - b. facilitate the preparation, review and submission of accurate and timely quarterly financial reports of all implementing unit schools and so with SDO Abra;
  - c. discuss the uniform implementation of procedures and policies; and
  - d. address other financial and budgetary issues and concerns.
3. The participants of this activity are the following:

**SDO PARTICIPANTS - 10**

- a. SDS - Benilda M. Daytaca EdD, CESO V
- b. ASDS - Samuel T. Egsaen Jr., EdD
- c. ACCOUNTANT III - Celia S. Bolante, CPA
- d. AO V (Budget Officer) - Elmer V. Batondo
- e. ADAS III - Mary Monette Noelle A. Reyes
- f. ADAS III - Orosia Arnolda Liwliwa R. Salazar
- g. ADAS III - Julius B. Blaza
- h. SEPS - SMME - Lorna B. Llaneza, EdD
- i. SEPS - HRD - Eden T. Adriatico
- j. Driver/Agriculturist I - Leo B. Guzman

**PARTICIPANTS FROM THE 5 IMPLEMENTING UNITS - 10**

- a. **Abra High School**  
Lumdang, Estrelita C.  
Taluban, Percinia



Address: Actividad-Economia St., Zone 2 (Consilman), Bangued, Abra  
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**b. Cristina B. Gonzales Memorial NHS**

Ciervo, Joan G.  
Rosales, Carmela

**c. Mataragan National Agricultural School**

Dela Cruz, Rodenia Regma  
Dilla, Salvacion

**d. Northern Abra NHS**

Javier, Joseph  
Viado, Helen

**e. Pilar Rural HS**

Turqueza, Rolando  
Ayunon, Godofredo

4. The venue of this activity will be announced on a later date.
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. Board and lodging will be provided to all participants. The first provision of meals will be PM snack on Day 0 and the last provision will be lunch on Day 2.
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. Participants who won't be able to attend to this activity are required to submit a justification letter. Wide dissemination and strict compliance with this memorandum is hereby requested.

  
**BENILDA M. DAYTACA, EdD CESO V**  
Schools Division Superintendent

Enc. /s:

References:

CSBoiante-OBDS-Finance



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