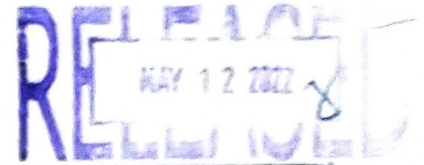




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF ABRA



DEPE  
MAY 10, 2022

Office Memorandum  
No. 139, s. 2022

**MONTHLY FINANCE MEETING for MAY 2022**

To: **ASDS**  
**Accountant III**  
**AO V - Budget Officer**  
**Administrative Assistants from the Accounting Section**  
**Administrative Assistants from the Budget Section**

1. As a part of the efforts of our division to ensure the efficiency and timeliness of financial services, please be informed that there will be a **MONTHLY FINANCE MEETING for MAY 2022 on MAY 18, 2022 (08:00 AM to 05:00 PM)**.
2. The objectives of this activity are as follows:
  - a) to update all participants on financial matters and to discuss financial issues and concerns from clientele;
  - b) to discuss our ways forward to achieve timely and quality delivery of respective KRAs; and
  - c) to discuss and review the status of compliance to all Audit Observation Memoranda received from the year 2020 to present.
3. The participants of this activity are the following:
  - a. Accountant III
  - b. Budget Officer
  - c. Six (6) Administrative Assistants from the Accounting Section
  - d. Eight (8) District Bookkeepers
  - e. Three (3) Administrative Assistants from the Budget Section
  - f. SDS
  - g. ASDS

**Please see attached list of participants.**

4. The venue of this activity shall be at Port Adventure, Villa Quirino, San Esteban, Ilocos Sur.
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. AM & PM snacks and lunch will be provided to all participants.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
Telephone Nos.: (074) 614-6918  
Email Address: abra@deped.gov.ph  
Website: <http://www.depedabra.com>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



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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. Justification letter shall be submitted from those who cannot attend. Wide dissemination and strict compliance with this memorandum is hereby requested.

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

Enc./s: List of Participants  
CSBolante-OSDS-Finance



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Attachment to Office Memorandum No. \_\_\_\_\_

**LIST OF PARTICIPANTS  
MONTHLY FINANCE MEETING for MAY 2022**

May 18, 2022

Port Adventure, Villa Quirino, San Esteban, Ilocos Sur

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>
1	DAYTACA, BENILDA M.	Schools Division Superintendent
2	EGSAEN, SAMUEL JR. T.	Asst. Schools Division Superintendent
3	BOLANTE, CELIA S.	Accountant III
4	BATONDO, ELMER V.	AO V
5	ALCOS, MARIA FE B.	ADAS III
6	BERMUDEZ, ANGELICA P.	ADAS III
7	GALLARDO, NORVHEE JOY B.	ADAS III
8	SALAZAR, OROSIA ARNOLDA LIWLIWA R.	ADAS III
9	PACLEBA, MAYBEL AIZA P.	ADAS II
10	VALERA, SONNY BOY A.	ADAS II
11	BLAZA, JULIUS B.	ADAS III
12	BALUBAR, JONA A.	ADAS III
13	TAMAYO, ESTHER R.	ADAS III
14	COLLADO, RIZANNE C.	ADAS III
15	PRINCER, JUMAR T.	ADAS III
16	GALLARDO, MARLOWE R.	ADAS III
17	PABILLANO, GEREX B.	ADAS III
18	GUZMAN, JOEY A.	ADAS III
19	REYES, MARY MONETTE NOELLE A.	ADAS II
20	CABUTAJE, CHRISTOPHER C.	ADAS I