



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

RELEASED
03 AUG 2023
DEPED-ABRA TIME 2:57

DIVISION MEMORANDUM
No. 299, s. 2023

August 02, 2023

**TO: NEWLY HIRED ADAS III & ADAS II
NEW SCHOOL HEADS
ALL CONCERNED PERSONNEL**

**ONBOARDING OF NEWLY HIRED ADAS III & II WITH NEWLY APPOINTED
SCHOOL HEADS**

1. To ensure that the newly hired non-teaching personnel (ADAS II and ADAS III) and the newly appointed School Heads acquire knowledge to become effective in the performance of their functions on financial matters an onboarding will be conducted on August 9, 2023 at the SDO Conference Hall Third Floor, Bangued, Abra.
2. The objectives of this activity are as follows:
 - a. To discuss the respective duties and responsibilities of the participants
 - b. To provide orientation on the procedural guidelines of COA, DBM and DepEd Joint Circular No. 2019-1 entitled Management of Cash Advances and Other Operating Expenses (MOOE) and Program Support Funds to DepEd Non-Implementing Units (Non-IUs) for School Maintenance.
 - c. To orient the participants the provision of DepEd Order 008 s. 2019
 - d. To conduct workshop on accounting process and
 - e. To familiarized relevant forms to be used in the proper management of cash advances.
3. The participants of this activity please refer to Enclosure A
4. The participants are requested to bring with them the following:
 - a. Laptop
 - b. Wi-Fi modems
 - c. Extension wire
5. Expenses relative to the provision of meals and snacks in the conduct of this activity shall be charged from Division HRTD Fund while traveling expenses will be charge to their respective school MOOE Fund subject to usual accounting and COA rules and regulations.
6. Wide dissemination and strict compliance with this memorandum is hereby requested.


AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent

Enc./s:
References:
CSBolante-OSDS-Finance



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



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CORDILLERA ADMINISTRATIVE REGION

SCHOOLS DIVISION OF ABRA

ORIENTATION AND ONBOARDING OF NEWLY HIRED ADAS II, ADAS III AND NEWLY APPOINTED SCHOOL HEADS

August 9, 2023

SCHOOL HEADS

- | | |
|------------------------------|---------------------|
| 1. BERNADETTE B. MOYRONG | HEAD TEACHER II |
| 2. CHERREL M. DELA PAZ | HEAD TEACHER III |
| 3. CRISTINE B. GANDEZA | HEAD TEACHER III |
| 4. DELFIN B. BLANDO | SCHOOL PRINCIPAL I |
| 5. GAVINO A. CAWING | HEAD TEACHER I |
| 6. HECTOR S. LOPEZ | SCHOOL PRINCIPAL II |
| 7. JOSEPHINE S. TOLENTINO | HEAD TEACHER III |
| 8. JUN-JUN B. CORTEL | HEAD TEACHER I |
| 9. LINDA JOY B. SABOY | HEAD TEACHER I |
| 10. MARISOL REYES | HEAD TEACHER I |
| 11. MARVIN V. BEROÑA | HEAD TEACHER I |
| 12. MELODY P. GUMBAN | HEAD TEACHER II |
| 13. NORA V. BUGASTO | HEAD TEACHER II |
| 14. NORALYN C. PADILLA | HEAD TEACHER I |
| 15. RAY B. ABANILLA | HEAD TEACHER II |
| 16. RICKY D. MANUEL | SCHOOL PRINCIPAL I |
| 17. ROMMELYN AGNES D. ALAGAO | HEAD TEACHER I |
| 18. SALAKNIB B. DANGGALAN | HEAD TEACHER I |
| 19. SUSAN A. MINA | SCHOOL PRINCIPAL I |
| 20. WILFREDO M. GANDEZA | SCHOOL PRINCIPAL I |

ADAS III

- | | |
|----------------------------------|----------|
| 1. CHAYTE LAWRENCE B. BODOÑA | ADAS III |
| 2. FRANCES MELANIE B. DAMIAN | ADAS III |
| 3. HERNAND B. LUMAWIG | ADAS III |
| 4. IMELDA V. BALICAO | ADAS III |
| 5. JONATHAN R. PINTO | ADAS III |
| 6. KEITH CATHY REIN L. ANIOAY | ADAS III |
| 7. LUCKY FAITH F. AL-KHOLIFI | ADAS III |
| 8. MARIBEL T. REGULACION | ADAS III |
| 9. MARICEL T. SEMANERO | ADAS III |
| 10. OLIVIA B. SABOY | ADAS III |
| 11. PIA ODESSA B. WANGDISAN | ADAS III |
| 12. RONALD T. DIGA | ADAS III |
| 13. ZOREN KIERKE GARD L. PRINCER | ADAS III |



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ADAS II

- | | |
|----------------------------|---------|
| 1. ARNOLD P. CABAYA | ADAS II |
| 2. CHRISTMALYN L. UNAGAN | ADAS II |
| 3. DIANA ROSE R. BOBITA | ADAS II |
| 4. ELSA A. TUZON | ADAS II |
| 5. GLORIA D. OYAOEN | ADAS II |
| 6. JILLIAN MAE M. BABILA | ADAS II |
| 7. LIZA A. SORIANO | ADAS II |
| 8. MARICAR B. DOCALLAS | ADAS II |
| 9. MILLICENT S. CABANILLA | ADAS II |
| 10. PRINCESS MAE T. ALDACA | ADAS II |
| 11. ROSEMARIE M. TULLAS | ADAS II |
| 12. ANGEL A. NEILSON | ADAS II |

RESOURCE PERSONS

1. ELMER V. BATONDO AO V – BUDGET OFFICER
2. CELIA S. BOLANTE, CPA – ACCOUNTANT III
3. ANGELICA P. BERMUDEZ – AO II
4. ELAINE G. MERCADO- ADAS III
5. JUSTICE JOYCE B. BARBERO-ADAS II

EVALUATORS

1. HRD-EDEN T. ADRIATICO - SEPS
2. RYN WALTER A. PAA - EPS II

TECHNICAL WORKING GROUP

- CHAIRMAN:** MARIA FE B. ALCOS-ADAS III
CO-CHAIRMAN: JULIUS B. BLAZA- ADAS III
MEMBER: RENATO V. BLANDO II- ADAS II



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