



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

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November 6, 2023

Division Memorandum
No. 460, s. 2023

**ORIENTATION-WORKSHOP OF SCHOOL-BASED ADMINISTRATIVE ASSISTANT III
AND ADMINISTRATIVE ASSISTANT II**

To: **ASDS
ACCOUNTANT III
AO V - BUDGET OFFICER
ADMINISTRATIVE ASSISTANTS FROM THE BUDGET & FINANCE SECTION
SCHOOL-BASED ADMINISTRATIVE ASSISTANT III
SCHOOL-BASED ADMINISTRATIVE ASSISTANT II**

1. As a part of the efforts of our division to ensure the efficiency and timeliness of financial services and monitor the performance of finance personnel in the field, please be informed that there will be an Orientation-Workshop of School-Based Administrative Assistant III and Administrative Assistant II on **December 19, 2023 (8:00 AM to 5:00 PM)**.

2. The objectives of this activity are as follows:

- a) Facilitate the preparation, review, and submission of accurate and timely liquidation reports of all Schools.
- b) Facilitate the preparation and submission of Bank Reconciliation.
- c) Preparation of Annex C of School Heads.
- d) Address other financial and budgetary issues and concerns.

3. The participants of this activity are the following:

SDO PARTICIPANTS - 14

- a) SDS
- b) ASDS
- c) AO V (Budget Officer)
- d) Accountant III
- e) Five (5) Administrative Assistants from the Finance Section
- f) Three (3) Administrative Assistants from the Budget Section
- g) Two (2) Job Orders from the Finance Section

SEE ATTACHED LISTS OF SCHOOL-BASED PARTICIPANTS



Address: Actividad-Economia St., Zone 2 (Consilman), Bangued, Abra
Telephone Nos.: (074) 614-6918
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4. Participants are required to bring their Bank Reconciliation as of November 30, 2023, Bank Snapshots of all schools as of December 15, 2023, Subsidiary Ledgers and the Summary of Allotments and Disbursements.
5. The venue of this activity shall be announced on a later date.
6. Travelling expenses incurred in the conduct of this activity shall be charged from Schools MOOE Fund subject to usual budgeting, accounting, and auditing rules and regulations.
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 are hereby requested.


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

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



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ADAS III

1. ALLAN A. BORILLO
2. ANGEL E. PADRE
3. ARIANE T. BENAURO
4. BETTY Z. CABANAOAN
5. CHRISTITA D. ZABALLERO
6. CLARITA L. VISTE
7. DIVINE GRACE Q. TUAZON
8. EDDIE BOY G. APOLINAR
9. ELIZABETH P. KHO
10. FLORO D. CASTRO
11. FRANCES MELANIE B. DAMLIAN
12. FROYLAN B. ADAME
13. HERSHEY M. VALENTINO
14. HIYASMEN A. MARDO
15. IMELDA T. BUENA
16. IMELDA V. BALICAO
17. JAN LYNETTE B. LUARCA
18. JONATHAN R. PINTO
19. JULI-AN B. TUMALIP
20. JUSTINE RICA R. BERROY
21. KARYLL MAE C. BIGORNIA
22. KATHERINE Q. TENEBRO
23. KEITH CATHY REIN L. ANIOAY
24. LENIDA A. TABERDO
25. LUCKY KEITH F. AL-KHOLIFI
26. MACAMTAR G. DALANGIN
27. MARIBEL T. REGULACION
28. MARICEL T. SEMANERO
29. MARIONETTE F. JOVELO
30. MARLOW A. BRAGAS
31. MAURICE A. DELA ROSA
32. NEI SHARIE G. CESARIO
33. OLIVIA B. SABOY
34. PIA ODESSA B. WANGDISAN
35. PRIMO B. ONGLOY
36. RANDY D. DANGNGAY
37. ROEL JHUN B. TANGBAOAN
38. RONALD G. INGO
39. RONALD T. DIGA
40. VIENNA T. TAYNAN
41. WINI JELLY M. MACARAEG
42. ZOREN KIERKE GARD L. PRINCER

ADAS II

1. AMADOR G. BAGA, JR.
2. ANGEL A. NELSON
3. ARNOLD P. CABAYA, JR.
4. CARLOS B. BARGAS, JR.
5. CHRISTMALYN L. UNAGAN
6. DIANA ROSE R. BOBITA
7. DOMELYN C. HORCA
8. EDWIN B. BENABESE
9. ELSA A. TUZON
10. ERIC G. AQUINO
11. ERWIN M. BERGONIA
12. ETHEL-JANE V. MALANA
13. GLORIA D. OYAOEN
14. JASSEN B. BURTON
15. JENELMA G. BASSAT
16. JILLIAN MAE M. BABILA
17. JULIE ANGELICA B. ULIBAS
18. KAREN MIROFE A. CARIÑO
19. LIZA A. SORIANO
20. LORENZO B. BALUTOC
21. LORNA H. BERONILLA
22. MARICAR B. DOCALLAS
23. MARICRIS B. BENZON
24. MARIET R. PATARAY
25. MARY JANE GORIO
26. MAY IZCON P. CABUNOC
27. MILLICENT C. CABANILLA
28. OICA C. LAURETA
29. PRINCESS MAE T. ALDACA
30. ROSEMARIE M. TULLAS
31. SANTOS RAFAEL C. BARGAS
32. WILMA M. VIADO
33. WILMER F. ULBAKEN



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