



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



March 7, 2025

DIVISION MEMORANDUM

No. **03-086**, s. 2025

ORIENTATION & WORKSHOP OF BOOKKEEPERS & DISBURSING OFFICERS

- To: Division Chiefs
All Non-Implementing Schools Heads
Schools Bookkeepers/Disbursing Officers
Secondary Implementing Units School Heads
All Concerned Personnel
1. *Conduct of Orientation and Workshop on the evaluation and assessment of the implementation and compliance of the finance personnel with various accounting policies, guidelines, processes, and procedures will be held on **March 17 & 21, 2025, Monday and Friday**, venue in Division Training Center.*
 2. This activity aims to:
 - a. enhance the understanding of the basic functions and responsibilities of a School Bookkeeper and Disbursing Officers in managing MOOE,
 - b. develop skills in financial planning, budgeting, and reporting to assist the school principal in effective financial management,
 - c. promote best practices in financial management to ensure transparency, accountability, and efficient use of school resources.
 3. Participants are required to bring with them their own laptops and extension wires for the workshop. See attached enclosure for the list of participants.
 4. Transportation expenses of participants is chargeable against local funds.
 5. Immediate dissemination of and strict compliance with this memorandum is directed.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent *am*

Encl.: List of Participants

Reference: None

To be indicated in the Perpetual Index under the following subjects:

TRAININGS

FINANCE

FINANCIAL MANAGEMENT

OSDS/mos
03/07/2025



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No.	Name	Position	District	M	F
1	Eleaquim E. Nogaliza	Disbursing Officer	Burgos	/	
2	Eden O. Cursat	Disbursing Officer	Burgos		/
3	Cindy V. Galolo	Senior Bookkeeper	Burgos		/
4	Albert R. Pomoy	Disbursing Officer	San Benito	/	
5	Nick Patrick Sulapas	Admin Officer II	San Benito	/	
6	Joseph Concha	Senior Bookkeeper	Sapao	/	
7	Glenda S. Miranday	Disbursing Officer	Sapao		/
8	Hilda Escobal	Senior Bookkeeper	Sapao		/
9	Rubilyn O. Liza	Bookkeeper	Sapao		/
10	Janet H. Digal	Senior Bookkeeper	San Isidro		/
11	Mirasol R. Luspe	Disbursing Officer	San Isidro		/
12	Conchita B. Bagaipo	Disbursing Officer	San Isidro		/
13	Mirasol P. Wenceslao	Senior Bookkeeper	San Isidro		/
14	Julian Dave Tiu	Senior Bookkeeper	San Isidro	/	
15	Larry A. Ocon	Bookkeeper	San Isidro	/	
16	Jojit C. Espiel	Disbursing Officer	Pilar	/	
17	Lyndon E. Bu	Senior Bookkeeper	Pilar	/	
18	Elgelin C. Gonzales	Bookkeeper	Pilar		/
19	Ivie L. Escobal	Senior Bookkeeper	Del Carmen		/
20	Genia Genese	Senior Bookkeeper	Del Carmen		/
21	Emma S. Dela Pena	Disbursing Officer	Del Carmen		/
22	Arnaldo Dacera Jr.	Senior Bookkeeper	Del Carmen	/	
23	Fatima S. Literato	Senior Bookkeeper	Del Carmen		/
24	Clint Jones G. Libay	Admin Assist II	Division	/	
25	Cherel D. Estrella	Bookkeeper	Division		/
26	Fernadine A. Racho	Senior Bookkeeper	Division		/
27	Reycelle E. Agatep	Senior Bookkeeper	Division		/
28	Ann Gladys Mae O. Gonzales	Senior Bookkeeper	Division		/
29	Reinshield S. Taglucop	Accounting Clerk	Division		/
30	Maricel D. Malacura	Senior Bookkeeper	Division		/
31	Maricris O. Sulapas	Accountant III	Division		/



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List of Participants on March 21, 2025:

No.	Name	Position	District	M	F
1	Jigz Alle R. Llano	Senior Bookkeeper	Socorro	/	
2	Jesilyn B. Espino	Disbursing Officer	Socorro		/
3	Jorama Dacera	Senior Bookkeeper	Socorro		/
4	Grace D. Galabia	Senior Bookkeeper	Socorro		/
5	Rosefe Capistrano	Disbursing Officer	Socorro		/
6	Mica L. Lustiva	Disbursing Officer	Socorro		/
7	Bebelita C. Carballo	Senior Bookkeeper	Socorro		/
8	Glenda Longos	Senior Bookkeeper	Socorro		/
9	Gerry B. Micayas	Senior Bookkeeper	Gen Luna	/	
10	Irene B. Arcular	Disbursing Officer	Gen Luna		/
11	Menchie E. Degamon	Senior Bookkeeper	Gen Luna		/
12	Maricel S. Yamson	Disbursing Officer	Gen Luna		/
13	Mary Jane P. Gasulas	Senior Bookkeeper	Gen Luna		/
14	Ure B. Joaquin	Senior Bookkeeper	Gen Luna		/
15	Jessellie S. Tesiorna	Senior Bookkeeper	Dapa		/
16	Angel Birth O. Degamon	Disbursing Officer	Dapa	/	
17	Maria Liza C. Llorente	Senior Bookkeeper	Dapa		/
18	Fernando M. Porpayas	Senior Bookkeeper	Dapa	/	
19	Gina D. Micayas	Disbursing Officer	Dapa		/
20	Norma F. Subayno	Senior Bookkeeper	Dapa		/
21	Marigold O. Castano	Senior Bookkeeper	Dapa		/
22	Hilda B. Ocon	Bookkeeper	Socorro		/
23	Charisse E. Ortojan	Bookkeeper	Dapa		/
24	Alexander Omas-as	Bookkeeper	Gen Luna	/	
25	Clint Jones G. Libay	Admin Assist II	Division	/	
26	Cherel D. Estrella	Bookkeeper	Division		/
27	Fernadine A. Racho	Senior Bookkeeper	Division		/
28	Reycelle E. Agatep	Senior Bookkeeper	Division		/
29	Ann Gladys Mae O. Gonzales	Senior Bookkeeper	Division		/
30	Reinshield S. Taglucop	Senior Bookkeeper	Division		/
31	Maricel D. Malacura	Senior Bookkeeper	Division		/
32	Maricris O. Sulapas	Accountant III	Division		/