



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

April 25, 2022

**DIVISION MEMORANDUM**  
No. 0260 s. 2022

**ORIENTATION WORKSHOP ON THE PREPARATION OF NON-IMPLEMENTING  
UNIT ELEMENTARY AND SECONDARY SCHOOLS' BANK RECONCILIATION  
STATEMENT AND OTHER FINANCE-RELATED TASKS TO DISTRICT  
ADMINISTRATIVE OFFICERS (AO II)**

To: Assistant Schools Division Superintendents  
Chief - CID  
Chief - SGOD  
Public Schools District Supervisors  
Secondary Principals/School Heads - Non-Implementing Unit  
Administrative Officers (AO II)  
All Others Concerned

1. Pursuant to DepEd Order No. 029, series of 2019 dated October 17, 2019 entitled "Management of Cash Advances to DepEd Non-Implementing Units (Non-IUs) for School Maintenance and Other Operating Expenses (MOOE) and Program Funds" which issued the procedural guidelines relative to the COA, DBM and DepEd Joint Circular No. 2019-1 dated February 4, 2019 and in reference to Division Memorandum entitled "Duties and Responsibilities of Administrative Officer II Deployed to Elementary and Secondary Non-Implementing Units Schools and Implementing Unit Schools", this Office announces the orientation workshop on the preparation of Non-Implementing Unit Elementary and Secondary Schools' Bank Reconciliation Statement (BRS) to District Administrative Officers (AO II) handling elementary and secondary non-implementing unit schools. This aims to capacitate the AO IIs assigned to the Districts to their finance-related tasks and to promote stronger financial accountability in order to improve the management of cash advances granted to School Heads of Non-IUs for school operations.
2. In this connection, all AO IIs handling elementary and secondary non-implementing unit school are directed to attend this orientation workshop on the preparation of schools' Bank Reconciliation Statements (BRS) and other finance-related tasks on **May 25, 2022** (from 8am to 5pm) at the **3<sup>rd</sup> Floor of DepEd Division of Bohol Schools Division Office,**



**Lino Chatto Drive, Cogon District, Tagbilaran City.** Attendance to this orientation-workshop is mandatory and shall be monitored by the SDO Accounting Unit.

3. Traveling expenses and applicable Daily Travel Expense (if applicable) are chargeable against SDO MOOE fund subject to usual accounting, COA auditing rules and regulations.
4. All participants are reminded to be at the venue on or before the time and shall, by no means, be doing activities other than attending and participating the said orientation-workshop.
5. This memorandum shall serve as your **travel authority**. Attached as **Annex A** is the List of Participants.
6. Immediate and wide dissemination of this memorandum is hereby directed.

  
**BIANITO A. DAGATAN Ed.D CESO V**  
Schools Division Superintendent 



## ANNEX A - LIST OF PARTICIPANTS

### Accounting Unit and Internal Audit Services

1	Gabina F. Ladaran	Accountant III
2	Ralf Renz A. Rapirap	Administrative Officer II
3	Liza D. Crescencio	Administrative Officer II
4	Marie Estela T. Buga	Administrative Officer II
5	Alodia M. Calunsag	Administrative Assistant III
6	Joan H. Serondo	Administrative Assistant III
7	Marlon G. Lacia	Administrative Assistant III
8	July Bryan M. Cabangbang	Administrative Assistant II
9	Mayfleur U. Cirujales	Administrative Assistant III
10	Milagros D. Tinaja	Administrative Assistant II
11	Josefina G. Duroy	Administrative Aide IV
12	Juanita A. Rollon	Administrative Aide I
13	Ma. Lourdes P. Estallo	Administrative Officer II

### ASDS

14	Dr. Danilo G. Gudelosao	Assistant Schools Division Superintendent
15	Dr. Faustino N. Toradio	Assistant Schools Division Superintendent

No.	Name	District
1	Judith Cesaria Digal	Albuquerque
2	Janeth O. Centino	Alicia
3	Jaime D. Enriquez	Anda
4	Karen A. Dagamac	Antequera
5	Maria Ivy A. Oclarit	Baclayon
6	Miraflor C. Sambayon	Balilihan
7	Eugene S. Canada	Batuan
8	Irene Jean A. Calonia	Bien Unido
9	Melissa C. Handumon	Bilar
10	Fiel Angelie B. Ararao	Buenavista 1
11	Samantha G. Villalongja	Buenavista 2
12	Dianne Cicely A. Jeminez	Calape
13	Wineda D. Baliong	Candijay
14	Robelyn C. Calipes	Carmen 1
15	Hector S. Curan	Carmen 2
16	Eriz Cresil S. Curan	Carmen 3
17	Rejane H. Aque	Catigbian
18	Acel C. Imperial	Clarin
19	Grace M. Daquio	Corella
20	Perla V. Linuag	Cortes
21	Erlinda E. Galula	Dagohoy



No.	Name	District
22	Roy Chon B. Aque	Danao
23	Samuel L. Fullido	Dauis
24	Irma P. Diola	Dimiao
25	Cherry Pie C. Baldimor	Duero
26	Ma.Genesel Bonggot	Getafe 1
27	Victoria P. Nistal	Getafe 2
28	Maridette L. Laron	G-Hernandez
29	Evegin L. Cagampang	Guindulman
30	Carolyn G. Cloma	Inabanga North
31	Rick T. Ojendras	Inabanga South
32	Rowena B. Millabangco	Jagna
33	Reynamarie P. Arendain	Lila
34	Marilyn Jasmine Talan	Loay
35	May D. Bastes	Loboc
36	Alma C. Espina	Loon North
37	Shiela S. Bajade	Loon South
38	Maria Luisa D. Logroño	Mabini
39	Danny C. Dajay	Maribojoc
40	Niño G. Aranjuez	Panglao
41	Michelle C. Bactasa	Pilar
42	Trina Grace M. San Jose	Pres CPG
43	John Clemence L. Ando	Sagbayan
44	Crisologo Saclao	San Isidro
45	Ma. Regine T. Oncines	San Miguel
46	Melissa Mae B. Jumao-as	S-Bullones
47	Maricel D. Guingao	Sevilla
48	Estrilito Ian Jewel	Sikatuna
49	Keizyl Ann B. Auxtero	Talibon 1
50	Marissa Centino	Talibon 2
51	Juvy B. Enoc	Trinidad 1
52	Ma. Corazon T. Acero	Trinidad 2
53	Diane S. Soriano	Tubigon East
54	Mary Jean C. Igot	Tubigon West
55	Flordeliz S. Dayuha	Ubay 2
56	Diana Ella A. Llorente	Ubay 3
57	Stephen A. Sabana	Ubay I
58	Jessa Marie B. Sumayo	Valencia
59	Arceli Dela Torre	Sandingan NHS, Loon North
60	Karyl P. Diola	Tubigon West CHS