



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

Office of the Schools Division
Superintendent

November 14, 2022

DIVISION MEMORANDUM

No. **0731** s. 2022

**CAPABILITY BUILDING AND RETOOLING ON THE ROLES AND
RESPONSIBILITIES OF DISTRICT BOOKKEEPERS AND DISBURSING
OFFICERS HANDLING NON-IMPLEMENTING UNIT SCHOOLS
WITH OVERVIEW ON RA 11313 OR THE SAFE SPACES ACT**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
SDO Accounting, IAS and Budget Personnel
District Bookkeepers and Disbursing Officers – Non-IUs
All Others Concerned

1. This Office, through the Finance Services, announces the conduct of Capability Building and Retooling on the Roles and Responsibilities of District Bookkeepers and Disbursing Officers (handling Non-Implementing Unit Schools) together with the SDO Accounting, IAS and Budget personnel with a discussion on the overview of RA 11313 or the Safe Spaces Act on December 1-2, 2022 in a venue to be announced later.
2. The said 2-day activity aims to discuss the following:
 - a) Delineation and Retooling of Roles and Responsibilities of District Bookkeepers and Disbursing Officers
 - b) Overview on RA 11313 or The Safe Spaces Act
 - c) Financial Management Orientation to the eight (8) new Implementing Unit – Secondary Schools
 - d) Workshop on PhilGEPS registration and discussion on RA 9184 or Government Procurement Reform Act
 - e) Updates on the downloaded program funds to the Schools
 - f) Issues and concerns affecting the flow of transactions at District level to SDO
3. All participants are enjoined to come to the venue on or before the time and shall, by no means, be doing activities other than attending and participating in the said activity. Attendance of all participants is mandatory. For proper guidance and reference, enclosed is the List of Participants.



4. Traveling expenses of participants are chargeable against respective school's MOOE fund or SDO MOOE, if applicable, subject to the usual accounting, auditing rules and regulations.
5. This memorandum shall serve as your **travel authority**.
6. Immediate and wide dissemination of this memorandum is hereby directed.


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



LIST OF PARTICIPANTS

CAPABILITY BUILDING AND RETOOLING ON THE ROLES AND RESPONSIBILITIES OF NON-IUS DISTRICT
BOOKKEEPERS, DISBURSING OFFICERS, AND DIVISION FINANCE PERSONNEL WITH OVERVIEW ON RA
11313 OR THE SAFE SPACES ACT

DECEMBER 1-2, 2022

ACCOUNTING

1	Ladaran, Gabina F.	ACCT III
2	Rapirap, Ralf Renz A.	AO II
3	Buga, Marie Estela T.	AO II
4	Sambayon, Miraflor	AO II
5	Mahinay, Marilyn Jasmin T.	AO II
6	Daquio, Grace M.	AO II
7	Diola, Karyll P.	AO II
8	Lacia, Marlon G.	ADAS III
9	Serondo, Joan H.	ADAS III
10	Soliva, Karen C.	ADAS III
11	Estose, Jasmin C.	ADAS III
12	Cirujales, Mayfleur U.	ADAS III
13	Lungay, Ma. Fritzie A.	ADAS III
14	Cabangbang, July Bryan M.	ADAS II
15	Naparota, Helen B.	ADAS II
16	Tinaja, Milagros D.	ADAS II
17	Sarigumba, Karl Joseff A.	COS
18	Maskey, Lorena D.	COS
19	Cabagnot, MaryJean N.	COS

IAS

20	Crescencio, Liza D.	AO II
21	Calunsag, Alodia M.	ADAS III
22	Daing, Raineria N.	ADAS III
23	Barrios, Claudine M.	ADAS II
24	Lopos, Jeberly G.	ADAS II
25	Duroy, Josefina G.	AA IV
26	Castillon, Marietta D.	AA I
27	Rollon, Juanita A.	AA I
28	Linuag, Perla V.	AO II

BUDGET

29	Jaspe, Ma. Victoria	AO V
30	Ursos, Josefina	ADAS III
31	Capuno, Jerome	ADAS III
32	Lagura, Maria Riyah	ADAS III
33	Arao-arao, Rhea	ADAS III
34	Lomarda, Mariel	ADAS III
35	Banais, Mark Kim	COS

No.	Name	Position	District/School
36	Israel Losenada	District Bookkeeper	Albuquerque
37	Marylane Jabines	Disbursing Officer	Albuquerque
38	Marlou Licos	District Bookkeeper	Antequera
39	Karen Dagamac	District Bookkeeper	Antequera
40	Ivan Concon	Disbursing Officer	Antequera
41	John Rey Doble	District Bookkeeper	Antequera-Hs
42	Ma. Irene Escabusa	District Bookkeeper	Balilihan Hs
43	Karyl Anafe Manlangit	Disbursing Officer	Balilihan Hs
44	Maria Ivy Oclarit	District Bookkeeper	Baclayon
45	Lorime Ursabia	Disbursing Officer	Baclayon
46	Sharon Annieby Rante	District Bookkeeper	Balilihan
47	Jasmin Baldapan	District Bookkeeper	Balilihan
48	Rimon Olalo	Disbursing Officer	Balilihan
49	Eddel Jay Meniano	District Bookkeeper	Calape
50	Reina Marie Arendain	District Bookkeeper	Calape
51	Janice Limocon	Disbursing Officer	Calape
52	Doris Lacea	District Bookkeeper	Catigbian
53	Geralin Saludes	District Bookkeeper	Catigbian
54	Leonor Pana	Disbursing Officer	Catigbian
55	Dolores Tutor	District Bookkeeper	Corella
56	Eulogio Pana	Disbursing Officer	Corella
57	Arvin Ramos	District Bookkeeper	Cortes
58	Maribeth Jumamoy	Disbursing Officer	Cortes
59	Bernandino Auguis	Disbursing Officer	Cortes- Hs
60	Crisologo Saciao	District Bookkeeper	Dauis
61	Ma. Doris Malaran	Disbursing Officer	Dauis
62	Alma Espina	District Bookkeeper	Loon North
63	Arcelli Dela Torre	District Bookkeeper	Loon North
64	Janedine Requeron	Disbursing Officer	Loon North
65	Juvy Loquellano	District Bookkeeper	Loon South
66	Bless Dagondon	District Bookkeeper	Loon South
67	Gerlick Maraflorida	Disbursing Officer	Loon South
68	Ian Mart Salao	District Bookkeeper	Loon Hs
69	Rito Lanzaderas	Disbursing Officer	Loon Hs
70	Ronan Bongalos	District Bookkeeper	Panglao
71	Bryan Pinat	Disbursing Officer	Panglao
72	Gemma Miranda	District Bookkeeper	Maribojoc
73	Kristine Mae Colarte	District Bookkeeper	Maribojoc
74	Emmalyn Villapaz	Disbursing Officer	Maribojoc
75	Jhonari Visaya	District Bookkeeper	Sikatuna
76	Marlene Daga-Ang	Disbursing Officer	Sikatuna

No.	Name	Position	District/School
77	Sheila Marie Maluenda	District Bookkeeper	Tubigon East
78	Artemia Magdosa	District Bookkeeper	Tubigon East
79	Kristine Joy Alampayan	District Bookkeeper	Tubigon East
80	Maribel Arbasto	District Bookkeeper	Tubigon East
81	Jacky Lou Villahermos	District Bookkeeper	Tubigon East-Hs
82	Pris Jane Calipayan	Disbursing Officer	Tubigon East-Hs
83	Boots Ramo	District Bookkeeper	Tubigon West-Hs
84	Zenaida Laquinta	Disbursing Officer	Tubigon West-Hs
85	May Angelie Bucsit	District Bookkeeper	Bien Unido (Elem)
86	Aileen Macua	District Bookkeeper	Bien Unido (Elem)
87	Josephine Bisnar	District Bookkeeper	Bien Unido (Sec)
88	Maria Viernalou Inso	District Bookkeeper	Buenavista I (Elem)
89	Samantha Villalongja	District Bookkeeper	Buenavista Ii (Elem)
90	Rubilyn Pacaldo	District Bookkeeper	Buenavista (Sec)
91	Rochie Sabe	District Bookkeeper	Clarín (Elem & Sec)
92	Fe Mula	District Bookkeeper	Clarín (Elem)
93	Nora Tomarong	District Bookkeeper	Dagohoy (Elem & Sec)
94	Myrna Evangelista	District Bookkeeper	Danao (Elem)
95	Maria Berna Vallecer	District Bookkeeper	Danao (Elem & Sec)
96	Jesselou Salang	District Bookkeeper	Getafe I (Elem)
97	Rochelle Villapaz	District Bookkeeper	Getafe Ii (Elem)
98	Zarah Grace Malce	District Bookkeeper	Getafe (Sec)
99	Rick Ojendras	District Bookkeeper	Inabanga North (Elem & Sec)
100	Angelito Cutor	District Bookkeeper	Inabanga North (Elem & Sec)
101	Jocelyn Generale	District Bookkeeper	Inabanga South (Elem & Sec)
102	Irenea Postanes	District Bookkeeper	Inabanga South (Elem)
103	Christopher Arangcon	District Bookkeeper	Pres. Cpg (Elem)
104	Janeth Galupo	District Bookkeeper	Pres. Cpg (Elem)
105	Liezel Bajamonde	District Bookkeeper	Pres. Cpg (Sec)
106	Noreen Amodia	District Bookkeeper	Sagbayan (Elem)
107	Maryjean Sisican	District Bookkeeper	Sagbayan (Elem)
108	Marilyn Emia	District Bookkeeper	Sagbayan (Sec)
109	Sylvia Sumatra	District Bookkeeper	San Isidro (Elem)
110	Zenaida Bonior	District Bookkeeper	San Miguel (Elem)
111	Elena Bulaqueña	District Bookkeeper	San Miguel (Elem)
112	Evelyn Notarte	District Bookkeeper	San Miguel (Sec)
113	Maria Joa Masias	District Bookkeeper	Talibon I (Elem & Sec)
114	Jenalyn Virtudazo	District Bookkeeper	Talibon Ii (Elem & Sec)
115	Manilyn Yosoya	District Bookkeeper	Talibon Ii (Elem & Sec)
116	Myde Quilit	District Bookkeeper	Talibon Ii (Mayor Catalino Y. Casoyla Mhs)
117	Lorelie Chatto	District Bookkeeper	Talibon Ii (Zosimo A. Gulle Mnhs)
118	Generosa Napallacan	District Bookkeeper	Trinidad (Elem)

No.	Name	Position	District/School
119	Exuperia Abelgas	District Bookkeeper	Trinidad (Elem& Sec)
120	Paterna Gucila	District Bookkeeper	Ubay I (Elem)
121	Jacinta Marilla	District Bookkeeper	Ubay I (Elem & Sec)
122	Ma. Lourdes Estallo	District Bookkeeper	Ubay I (Ubay Science Nhs)
123	Diane Cicely Jeminez	District Bookkeeper	Ubay Iii (Elem & Sec)
124	Ma. Ana Polinar	District Bookkeeper	Ubay Iii (Elem & Sec)
125	Roselyn Gonzales	Disbursing Officer	Bien Unido (Elem)
126	Mary Grace Boligao	Disbursing Officer	Buenavista (Elem)
127	Juliet Villorejo	Disbursing Officer	Buenavista (Sec)
128	Ma. Aimee Claire Cequiña	Disbursing Officer	Clarin (Elem)
129	Jonaleo Hormachuelos	Disbursing Officer	Dagohoy (Elem)
130	Anariza Graciosa	Disbursing Officer	Danao (Elem)
131	Christine Bernadette Moquiala	Disbursing Officer	Getafe I (Elem)
132	Moises Centino	Disbursing Officer	Getafe(Sec)
133	Sabino Logroño	Disbursing Officer	Inabanga North (Elem)
134	Fe Arsaga	Disbursing Officer	Inabanga South (Elem)
135	Arturo Quindica, Jr.	Disbursing Officer	Pres. Cpg (Elem)
136	Liezel Calipes	Disbursing Officer	Sagbayan (Elem)
137	Cathrine Mae Malmis	Disbursing Officer	Sagbayan (Sec)
138	Gemma Virtudazo	Disbursing Officer	San Isidro (Elem)
139	Moises Mark Tupos	Disbursing Officer	San Miguel (Elem)
140	Jocelyn Lumacang	Disbursing Officer	San Miguel (Sec)
141	Meljane Patayon	Disbursing Officer	Talibon I (Elem)
142	Marel Joanne Cadorna	Disbursing Officer	Talibon I (Sec)
143	Leslie Tumalon	Disbursing Officer	Talibon I (Pres. Cpg Mhs)
144	Ma. Teresa Tayabas	Disbursing Officer	Talibon Ii (Elem)
145	Jennifer Pacimos	Disbursing Officer	Pres. Cpg (Sec)
146	Dianne Daisy Cajes	Disbursing Officer	Talibon Ii (Zosimo A. Gulle Mnhs)
147	Julito Evangelista	Disbursing Officer	Talibon Ii (Mayor Catalino Y. Casoyla Mhs)
148	Luzviminda Bulabos	Disbursing Officer	Trinidad (Sec)
149	Devvie Grace Tubac	Disbursing Officer	Ubay I (Ubay Science Nhs)
150	Ericson Toledo	Disbursing Officer	Ubay Iii
151	Michelle Banawa	District Bookkeeper	Alicia
152	Elizabeth Bermoy	District Bookkeeper	Alicia
153	Ann Lea Apit	District Bookkeeper	Anda
154	Amabelle Palingcod	District Bookkeeper	Batuan
155	Heide Paler	District Bookkeeper	Batuan
156	Bernadette Mutia	District Bookkeeper	Bilar
157	Cristina Amora	District Bookkeeper	Candijay
158	Jessica Obera	District Bookkeeper	Candijay
159	Richie Perocho	District Bookkeeper	Candijay
160	Ma. Lourdes Villamora	District Bookkeeper	Carmen 1

No.	Name	Position	District/School
161	Gerry Estares	District Bookkeeper	Carmen 2
162	Junah Bless J. Polinar	District Bookkeeper	Carmen 3
163	Kristine D. Fuderanan	District Bookkeeper	Carmen 1
164	Irma Diola	District Bookkeeper	Dimiao
165	Glith Dalogdog	District Bookkeeper	Dimiao
166	Dolores Glico	District Bookkeeper	Duero
167	Jessica Templado	District Bookkeeper	Duero
168	Joan Cabunoc	District Bookkeeper	Garcia Hernandez
169	Marilou Wate	District Bookkeeper	Guindulman
170	Jennifer Galido	District Bookkeeper	Guindulman
171	Joseline Mabalatan	District Bookkeeper	Guindulman
172	Joann Galupo	District Bookkeeper	Guindulman
173	James Anthony Cruz	District Bookkeeper	Jagna
174	Madilyn Bacus	District Bookkeeper	Jagna
175	Zerah Jane Ligtas	District Bookkeeper	Jagna
176	Joanna Tuazon	District Bookkeeper	Jagna
177	Evelyn Dacaldacal	District Bookkeeper	Jagna
178	Aleida Caga-Anan	District Bookkeeper	Lila
179	Mary Liezle Aljo	District Bookkeeper	Loay
180	Charese Mae Solis	District Bookkeeper	Loay
181	Debbie Pujadas	District Bookkeeper	Loboc
182	May D. Bastes	District Bookkeeper	Loboc
183	Charlie Espino	District Bookkeeper	Mabini
184	Milyn Amoncio	District Bookkeeper	Mabini
185	Deborah Madula	District Bookkeeper	Mabini
186	Charilyn Betonio	District Bookkeeper	Pilar
187	Michelle Bactasa	District Bookkeeper	Pilar
188	Luvelyn Agad Cutin	District Bookkeeper	Sevilla
189	Loida Gaudicos	District Bookkeeper	Sierra Bullones
190	Evelyn Alolino	District Bookkeeper	Sierra Bullones
191	Raine A. Tado	District Bookkeeper	Sierra Bullones
192	Sarah Adame	District Bookkeeper	Valencia
193	Alberto Tagapia	District Bookkeeper	Valencia
194	Helen Clarin	Disbursing Officer	Alicia
195	Mary Grace Ocio	Disbursing Officer	Anda
196	John Benjie Tero	Disbursing Officer	Anda
197	Gina Maquilang	Disbursing Officer	Batuan
198	Annabel Quion	Disbursing Officer	Bilar
199	Agnes Jala	Disbursing Officer	Candijay
200	Jovelyn Balay	Disbursing Officer	Candijay
201	Evelyn Salise	Disbursing Officer	Candijay
202	Filma J. Calimutan	Disbursing Officer	Carmen 1

No.	Name	Position	District/School
203	Nerriam Ontog	Disbursing Officer	Carmen 1
204	Christine Jane A. Baluca	Disbursing Officer	Carmen 2
205	Maria Arlene Yecyec	Disbursing Officer	Dimiao
206	Juliet Dumapias	Disbursing Officer	Duero
207	Demetria Abucejo	Disbursing Officer	Garcia Hernandez
208	Susan Languisan	Disbursing Officer	Guindulman
209	Amabelle Cubarol	Disbursing Officer	Guindulman
210	Eriz Cresil Curan	Disbursing Officer	Guindulman
211	Crisenta Abcede	Disbursing Officer	Jagna
212	Maridette Laron	Disbursing Officer	Jagna
213	Rochelle C. Fullido	Disbursing Officer	Jagna
214	Ronald Daniel	Disbursing Officer	Jagna
215	Christian Rofell Gamorot	Disbursing Officer	Lila
216	Jc Gabriel Apit	Disbursing Officer	Loay
217	Mildred Aranjuez	Disbursing Officer	Loay
218	Merasol Inojales	Disbursing Officer	Loboc
219	Irene Pabatang	Disbursing Officer	Pilar
220	Paterna Madrinan	Disbursing Officer	Sevilla
221	Lolita Hilot	Disbursing Officer	Sierra Bullones
222	Rosalie A. Cagampang	Disbursing Officer	Sierra Bullones
223	Juliet Ampongol	Disbursing Officer	Valencia