



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

**Office of the Schools Division
Superintendent**

February 14, 2023

DIVISION MEMORANDUM

No. 0086 s. 2022

**ON-BOARDING ORIENTATION WORKSHOP FOR THE SENIOR BOOKKEEPERS,
DISBURSING OFFICERS, AND SCHOOL HEADS OF THE NEWLY OPENED
IMPLEMENTING UNIT (IU) SCHOOLS AND OF THE NEWLY HIRED/ASSIGNED IUS
SENIOR BOOKKEEPERS**

To: Assistant Schools Division Superintendents
Chiefs - SGOD and CID
Public Schools District Supervisors
Secondary Principals of Newly Opened Implementing Units (IUs)
Senior Bookkeepers and Disbursing Officers of Newly Opened Implementing Units (IUs)
Newly Hired IUS Senior Bookkeepers
SDO Accounting, IAS, and Budget Unit
All Others Concerned

1. In keeping with our mandate and with the desire of this Office to comply with existing policies, rules, and regulations relative to the preparation and submission of accurate and up-to-date financial reports, a Seminar-Workshop shall be conducted which aims to equip the newly hired/assigned Senior Bookkeepers, the Senior Bookkeepers, Disbursing Officers, and School Heads of Newly Opened Implementing Unit (IU) Schools to be able to achieve timely and reliable financial and budgetary reports consistent with the national agency's policies, plans and standards.
2. In view hereof, the Senior Bookkeepers, Disbursing Officers, and School Heads of the 8 Newly Opened Implementing Units (Secondary Schools), the newly hired/assigned IUS Senior Bookkeepers including the Accounting and Internal Audit Services (IAS) Personnel of the Schools Division Office proper are directed to attend the said Seminar-Workshop on **Feb. 23-24, 2023 at the Metro Centre Hotel, Tagbilaran City**. On Feb. 23, 2023, only the selected Accounting, IAS personnel of the SDO, the newly hired/assigned IUS Bookkeepers, and the Senior Bookkeepers of the 8 newly opened implementing units shall be at the venue. The School Heads and the Disbursing Officers of the newly opened implementing units must attend and join together with the Accounting, IAS, and Senior Bookkeepers on February 24, 2023.



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3. To defray expenses for meals, accommodation, and use of the function hall for the seminar/workshop, a registration fee of Four Thousand Pesos (P4,000.00) for the Senior Bookkeepers, One Thousand Four Hundred (P1,400.00) for the Disbursing Officers, and One Thousand Four Hundred (P1,400.00) for the School Heads **shall be collected on or before February 23, 2023**. Registration fees and travel expenses of participants are chargeable against the respective school's MOOE fund subject to the usual accounting, and auditing rules and regulations. The participants may opt to pay the registration fee in cash or shall issue a cheque payable to **DepEd Division of Bohol**. The IUs may issue one cheque to cover the registration fees of the school's participants.
4. Participants shall bring supplies, laptops, printers, and extension wires, among others.
5. 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 seminar workshop. Attendance of all participants is a must. In the event a participant cannot attend the said activity due to emergency reasons, he/she shall approach the Accounting Section ahead of the scheduled activity and shall send a representative that can re-echo the topics discussed to him/her. The participants will be attending on Official Business.
6. This memorandum shall serve as your **travel authority**. The full list of participants is provided in **Enclosure No. 1**.
7. Immediate and wide dissemination of this memorandum is hereby directed.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent 



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DISBURSING OFFICERS, AND SCHOOL HEADS OF THE NEWLY OPENED
IMPLEMENTING UNIT (IU) SCHOOLS AND OF THE NEWLY HIRED/ASSIGNED IUS
SENIOR BOOKKEEPERS**

Metro Centre Hotel, Tagbilaran City
February 23 – 24, 2023

DAY I

8:00 – 8:30	Arrival / Registration
8:30 – 8:45	Preliminaries
8:45 – 12:00	Duties & Responsibilities – Senior Bookkeepers Accounting & Tax Update, Disbursement Procedures & Pertinent COA Rules and Regulations <i>Gabina Ladaran, CPA</i>
	Tax Related Reports – Filing / Submission / Deadlines <i>Karl Joseff Sarigumba</i>
12:00 – 1:00	LUNCH BREAK
1:00 – 6:00	EFRS <i>Joan Serondo</i>
	Reportorial Requirements <i>Miraflor Sambayon</i>
6:00	DINNER

DAY II

8:00 – 8:15	Preliminaries
8:15 – 12:00	Duties & Responsibilities - Senior Bookkeepers (Recap) Duties & Responsibilities -Disbursing Officers and School Heads <i>Karyll Diola</i>
	Disbursing Officers' Reports <i>Marlou Lauron</i>
	Procurement Process <i>Atty. Ralf Renz Rapirap</i>
12:00 – 1:00	LUNCH BREAK
1:00 –5:00	Supporting Documents / Checking Techniques <i>Liza Crescencio</i>
	OPEN FORUM Facilitated by: <i>Diane Cicely Jeminez</i> EMCEE: <i>Ma. Lourdes Estallo</i>



Enclosure No. 1

Accounting Unit

1	Gabina Ladaran, CPA	Accountant III
2	Atty. Ralf Renz Rapirap	Administrative Officer II
3	Diane Cicely Jeminez	Administrative Officer II
4	Miraflor Sambayon	Administrative Officer II
5	Ma. Lourdes Estallo	Administrative Officer II
6	Karyll Diola	Administrative Officer II
7	Joan Serondo	Administrative Assistant III
8	Adelene Grace Mende	Administrative Assistant III
9	Marilou Lauron	Administrative Assistant III
10	Karl Joseff Sarigumba	Administrative Assistant III
11	July Bryan Cabangbang	Administrative Assistant III

Internal Audit Services

1	Liza Crescencio	Administrative Officer II
2	Alodia Calunsag	Administrative Assistant III
3	Jeberly Lopus	Administrative Assistant II

No	Implementing Unit - Secondary Schools	Senior Bookkeeper	Disbursing Officer	School Head
1	Baclayon National High School	Zarah Grace Malce	-	-
2	Biabas Trade High School	Jay Marih S. Suarez	Ann Charity Salin	-
3	Cabilao National High School	Rochelle Villapaz	-	-
4	Catigbian National High School	Jesselou Salang	-	-
5	Clarin School of Fisheries	Cheryl Jala	-	-
6	Guinacot National High School	Milyn O. Amoncio	-	-
7	Loboc National High School	Nora Tomarong	-	-
8	San Jose National High School, Talibon	Malaynie G. Polo	-	-
9	San Roque National High School, Alburquerque	Charilyn M. Betonio	-	-
10	Sevilla National High School	Ericson Toledo	-	-
11	Pangangan National High School	Regie Ann O. Sapanta		
12	Bantolinao National High School	John Rey G. Doble	Helen Naparota	Pantaleon R. Gulle Jr.
13	Catungawan National High School	Joseline O. Mabalatan	Amabelle M Cubarol	Eufemia R. Casocot
14	Cong. Pablo Malasarte National High School	Ma. Irene E. Balbin	Karyl Anafe P. Manlangit	Cristina N. Apale
15	Guinsularan National High School	Jessica B. Templado	Maria Ace P. Bete	Leonida P. Casingcasing
16	Mayor Catalino Casoyla Memorial High School	Milane Magdugo	Julito C. Evangelista	Feliciana N. Niño
17	Pagnito-an National High School	-	-	Elvira I. Jabonillo
18	Pres. Carlos P. Garcia Memorial High School, Talibon	Chel Ann Mae A. Curay	Leslie P. Tumalon	Janice A. Puricallan
19	Ubay National Science High School	Cruzelyn Ampo	Devvie Grace T. Olaguir	Loreta Q. Garcia

