



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

December 5, 2023

DIVISION MEMORANDUM
No. 0526, s. 2023

**ORIENTATION-WORKSHOP ON THE PREPARATION OF THE BIR FORM 1604-CF,
ALPHALIST OF EMPLOYEES DAT FILE AND BIR FORM 2316 WITH THE 62
IMPLEMENTING UNIT (IU) SECONDARY SCHOOLS BOOKKEEPERS**

To: Assistant Schools Division Superintendents
Chiefs - SGOD and CID
Public Schools District Supervisors
Secondary Principals - Implementing Units (IUs)
Senior Bookkeepers and Disbursing Officers - (IUs)
All Others Concerned

1. Starting on January 2024 onwards, all Implementing Unit Secondary schools will be preparing their respective School's BIR Annual Reports such as the Form 1604-CF, Alphalist of Employees Dat File and BIR Form 2316 for the preceding year which are to be submitted to the BIR.
2. In view hereof, all Senior Bookkeepers of the 62 Implementing Units (Secondary Schools) including selected Personnel of the Schools Division Office proper are directed to attend the Orientation-workshop on the Preparation of the abovementioned reports on **December 18, 2023, Monday at 8:00 am - 5:00 pm** at the **Conference Hall, 3 Floor of the Schools Division Office, Tagbilaran City**.
3. A total registration fee of **Six Hundred Pesos (P600.00)** shall be collected from the respective Implementing Units to defray express for meals, and use of function hall for the seminar/workshop. Registration fees and travel expenses of participants from the schools are chargeable against the respective school's MOOE fund subject to the usual accounting, auditing rules, and regulations. The workshop fee is payable to **DepEd Division of Bohol**. Participants shall pay the registration fee ahead of the scheduled activity to the Division Cashier.
4. Participants shall bring all documents deemed necessary to generate said BIR Form including laptop 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



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

in the said orientation. **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. Target 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.

EVANGEL M. LUMINARIAS Ph.D., CESO V
Schools Division Superintendent

EML/ASDS/OFFICE//INITIALS OF THE HEAD/initials of the encoder

Enclosure No. 1

List of PARTICIPANTS

| No. | Schools | Senior Bookkeepers |
|-----|---|-------------------------------|
| 1 | ** 0907001 - Aguing National High School | NORMA Y. COQUILLA |
| 2 | ** 0907002 - Alicia Technical Vocational High School | JOCELYN A. ANCOG |
| 3 | ** 0907006 - Baclayon National High School | ZARAH GRACE MALCE |
| 4 | Bantolinao National High School | JOHN REY G. DOBLE |
| 5 | ** 0907011 - Batuan National High School | CRISTINA D. SANDIMAS |
| 6 | ** 0907013 - Biabas Trade High School | JAY MARIH S. SUAREZ |
| 7 | ** 0907014 - Biking Technical Vocational High School | ALVIN TENIO |
| 8 | ** 0907015 - Bilar National High School | JOCELYN H. BAYGAN |
| 9 | ** 0907023 - Cabilao National High School | ROCHELLE VILLAPAZ |
| 10 | ** 0907027 - Calape National High School | ANA KARLA R. CUBELO |
| 11 | ** 0907030 - Camabugan National High School | JOHN KENNETH A. TEMPLADO |
| 12 | ** 0907035 - Campao Oriental National High School | MA. ESTHER S. IGOT |
| 13 | ** 0907040 - Cangawa National High School | GLENDA C. SALVACION |
| 14 | ** 0907044 - Catigbian National High School | JESSELOU SALANG |
| 15 | Catungawan National High School | JOSELINE O. MABALATAN |
| 16 | ** 0907048 - Clarin School of Fisheries | CHERYL JALA |
| 17 | Cong. Pablo Malasarte National High School | Ma. Irene E. Balbin |
| 18 | ** 0907052 - Corella National High School | PRIMA B. GAHIT |
| 19 | ** 0907055 - Dagohoy National High School | ROWEL S. TINAMPAY |
| 20 | ** 0907057 - Danao National High School | RYAN JAYMAR P. APA |
| 21 | ** 0907067 - Francisco L. Adlaon High School | ANTONETTE A. MACABUDBUD |
| 22 | ** 0907071 - Guinacot National High School | MILYN O. AMONCIO |
| 23 | Guinsularan National High School | JESSICA B. TEMPLADO |
| 24 | ** 0907076 - Hanopol National High School | FE CORAZON MANLANGIT |
| 25 | ** 0907079 - Hinlayagan National High School | TEODORA C. TUBAN |
| 26 | ** 0907080 - Inabanga High School, Nabuad | JOANNE JADE D. VISTAL |
| 27 | ** 0907083 - Katipunan National High School | LELIT D. CUHIT |
| 28 | ** 0907087 - La Hacienda National High School | TEHINNAH C. BARATAS |
| 29 | ** 0907088 - La Union National High School | LEA NANCY P. YBAÑEZ |
| 30 | ** 0907089 - Lila National High School | MARICEL M. WATE |
| 31 | ** 0907090 - Loboc National High School | NORA TOMARONG |
| 32 | ** 0907093 - Lourdes National High School | LOURDES A. PALMA |
| 33 | ** 0907096 - Mahayag National High School | JEFFREY GENITA |
| 34 | ** 0907098 - Mayor A. R. Tuzon National School of Fisheries | EVA CLARICE C. MARAPAO |
| 35 | Mayor Catalino Casoyla Memorial High School | MILANE MAGDUGO |
| 36 | ** 0907101 - Nahawan National High School | ERIKKA MARIE G. DIGAUM |
| 37 | Pagnitoan National High School | JOYCE ENOJARDO |
| 38 | ** 0907107 - Pangangan National High School, Main | REGIE ANN O. SAPANTA |
| 39 | ** 0907109 - Pilar Technical Vocational High School | GRACE MARI S. CELIS |
| 40 | ** 0907113 - Pres. Carlos P. Garcia National High School | SHERALL BLESS P. AVENIDO |
| 41 | Pres. Carlos P. Garcia Memorial National High School - Talibon | CHEL ANN MAE A. CURAY |
| 42 | ** 0907116 - San Agustin National High School | RHYS RYAN D. SANIEL |
| 43 | ** 0907120 - San Isidro National High School, San Isidro | VINCENT LOUIE B. PONTE |
| 44 | ** 0907121 - San Isidro Technical Vocational High School | <i>C/O DISBURSING OFFICER</i> |
| 45 | ** 0907123 - San Jose National High School, Inabanga | STELLA M. VIGUNTE |
| 46 | ** 0907124 - San Jose National High School, Talibon | MALAYNIE G. POLO |
| 47 | ** 0907125 - San Miguel Technical Vocational High School | JOVELYN D. BONCALES |
| 48 | ** 0907127 - San Pascual National Agricultural High School | ESTRELLA C. AVENIDO |
| 49 | ** 0907129 - San Roque National High School, Albuquerque, Bohol | CHARILYN M. BETONIO |
| 50 | ** 0907130 - San Roque National High School, Mabini, Bohol | RHEA C. GAMILA |
| 51 | ** 0907133 - Sevilla National High School | ERICSON A. TOLEDO |
| 52 | ** 0907134 - Sierra Bullones Technical Vocational High School | GERLY B. BUTLIG |
| 53 | ** 0907135 - Sikatuna National Agricultural High School | ALDA S. TUBA |
| 54 | ** 0907137 - Southern Inabanga High School | JUDELYN P. JIMENEZ |
| 55 | ** 0907139 - Tabalong National High School | MARY JUNE KAREN G. GELOMIO |
| 56 | ** 0907140 - Tabuan National High School | AILEEN J. DALEN |
| 57 | ** 0907141 - Tagum Sur National High School | LEIZL ANNE T. CAJES |
| 58 | ** 0907147 - Tubigon West National High School | JIMMY G. LUMICTIN |
| 59 | ** 0907150 - Tulang National High School (Getafe High School) | GERALDEN M. AGUHAR |
| 60 | Ubay National Science High School | CRUZELYN AMPO |
| 61 | ** 0907152 - Union National High School | MARION M. GAPAS |
| 62 | ** 0907153 - Valencia Technical Vocational High School | LIEZEL B. SALVACION |