



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

Office of the Schools
Division Superintendent

December 14, 2023

DIVISION MEMORANDUM
No. 0551, s. 2023

**WORKSHOP ON THE PREPARATION OF CY 2023 YEAR-END FINANCIAL REPORTS
OF SDO-BOHOL WITH THE 62 IMPLEMENTING UNIT (IU) SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendents
Chiefs – SGOD and CID
Public Schools District Supervisors
Secondary Principals – Implementing Units (IUs)
Senior Bookkeepers and Disbursing Officers – (IUs)
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 year-end financial reports, a Seminar-Workshop shall be conducted which aims to achieve timely and reliable financial and budgetary reports consistent with the national agency's policies, plans and standards. These reports must be submitted to DepEd Regional Office and to other oversight agencies (DBM and COA) on the prescribed dates as per guidelines.
2. In view hereof, all Senior Bookkeepers, Disbursing Officers of 62 Implementing Units (Secondary Schools) including the Accounting, Internal Audit Services (IAS), and Budget Personnel of Schools Division Office proper are directed to attend the said Seminar-Workshop on **January 3 - 6, 2024**. The selected **Accounting, IAS, and Budget Unit personnel** of the SDO shall be at the venue on **Jan. 3 - 6, 2024**. All the **62 implementing units' Senior Bookkeepers** will be at the venue on **Jan. 3 - 5, 2024**, and the **Disbursing Officers** on **Jan. 3-4, 2024 (last meal – breakfast on Jan 4, 2023)**. The venue will be announced before the scheduled activity.
3. A total registration fee of Eight Thousand Pesos (P8,000.00), inclusive of the Senior Bookkeeper's registration fee of P6,000.00 and Disbursing Officer's of P2,000.00, shall be collected from the respective Implementing Units to defray expenses for meals, accommodation, 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 while



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the participants from the Division office shall be chargeable against SDO 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 the financial and budgetary reports including laptop, printer, and extension wires, among others. The deadline for the submission of the complete expected output is at **8 am on Jan. 4, 2024**. While, the Disbursing Officers shall prepare their expected output in advance and submit them upon reporting to the venue on **January 3, 2024, at 8 am** for checking. A list of reports to be submitted is provided in **Enclosure No. 1**.
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 pre-submit the complete expected output. 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. 2**.
7. Immediate and wide dissemination of this memorandum is hereby directed.

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

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Budgetary Reports

Within thirty (30) days after the end of each quarter:

- 1 SAAODB – FAR No. 1
- 2 SAAODBOE – FAR No. 1.A
- 3 List of Allotments/Sub-Allotments - FAR No. 1.B
- 4 SABUDB – FAR No. 2
- 5 SABUDBOE – FAR No. 2.A
- 6 QRROR – FAR No. 5
- 7 On or before 30th day following the end of the year – ADDO – FAR No. 3
- 8 On or before 30th day of the following month covered – MRD – FAR No. 4

Note: Green Folder for Financial Reports

White Folder for Budgetary Reports

Please bring the "RECEIVED" file of the transmittal to COA of the following:

- 1 Disbursement Vouchers - up to present
- 2 JEV - Liquidation of Cash Advances granted from School MOOE funds
Liquidation of Funds downloaded to IUs from SDO

List of PARTICIPANTS

No.	Schools	Disbursing Officers	MEALS/SNACKS			ACCOMMODATION		
			3	4	5	3	4	5
30	** 0907089 - Lila National High School	MARICEL M. WATE	3	4	5	3	4	
31	** 0907090 - Loboc National High School	NORA TOMARONG	3	4	5	3	4	
32	** 0907093 - Lourdes National High School	LOURDES A. PALMA	3	4	5	3	4	
33	** 0907096 - Mahayag National High School	JEFFREY GENITA	3	4	5	3	4	
34	** 0907098 - Mayor A. R. Tuazon National School of Fisheries	EVA CLARICE C. MARAPAO	3	4	5	3	4	
35	Mayor Catalino Casoyla Memorial High School	MILANE MAGDUGO	3	4	5	3	4	
36	** 0907101 - Nahawan National High School	ERIKKA MARIE G. DIGAUM	3	4	5	3	4	
37	Pagnitoan National High School	JOYCE ENOJARDO	3	4	5	3	4	
38	** 0907107 - Pangangan National High School, Main	REGIE ANN O. SAPANTA	3	4	5	3	4	
39	** 0907109 - Pilar Technical Vocational High School	GRACE MARI S. CELIS	3	4	5	3	4	
40	** 0907113 - Pres. Carlos P. Garcia National High School	SHERALL BLESS P. AVENIDO	3	4	5	3	4	
41	Pres. Carlos P. Garcia Memorial National High School - Talibon	CHEL ANN MAE A. CURAY	3	4	5	3	4	
42	** 0907116 - San Agustin National High School	RHYS RYAN D. SANIEL	3	4	5	3	4	
43	** 0907120 - San Isidro National High School, San Isidro	VINCENT LOUIE B. PONTE	3	4	5	3	4	
44	** 0907121 - San Isidro Technical Vocational High School							
45	** 0907123 - San Jose National High School, Inabanga	STELLA M. VIGUNTE	3	4	5	3	4	
46	** 0907124 - San Jose National High School, Talibon	MALAYNIE G. POLO	3	4	5	3	4	
47	** 0907126 - San Miguel Technical Vocational High School	JOVELYN D. BONCALES	3	4	5	3	4	
48	** 0907127 - San Pascual National Agricultural High School	ESTRELLA C. AVENIDO	3	4	5	3	4	
49	** 0907129 - San Roque National High School, Albuquerque, Bohol	CHARILYN M. BETONIO	3	4	5	3	4	
50	** 0907130 - San Roque National High School, Mabini, Bohol	RHEA C. GAMILA	3	4	5	3	4	
51	** 0907133 - Sevilla National High School	ERICSON A. TOLEDO	3	4	5	3	4	
52	** 0907134 - Sierra Bullones Technical Vocational High School	GERLY B. BUTLIG	3	4	5	3	4	
53	** 0907135 - Sikatuna National Agricultural High School	ALDA S. TUBA	3	4	5	3	4	
54	** 0907137 - Southern Inabanga High School	JUDELYN P. JIMENEZ	3	4	5	3	4	
55	** 0907139 - Tabalong National High School	MARY JUNE KAREN G. GELOMIO	3	4	5	3	4	
56	** 0907140 - Tabuan National High School	AILEEN T. DALEN	3	4	5	3	4	
57	** 0907141 - Tagum Sur National High School	LEIZL ANNE T. CAJES	3	4	5	3	4	
58	** 0907147 - Tubigon West National High School	JIMMY G. LUMICTIN	3	4	5	3	4	
59	** 0907150 - Tulang National High School (Getafe High School)	GERALDEN M. AGUHAR	3	4	5	3	4	
60	Ubay National Science High School	CRUZELYN AMPO	3	4	5	3	4	
61	** 0907152 - Union National High School	MARION M. GAPAS	3	4	5	3	4	
62	** 0907153 - Valencia Technical Vocational High School	LIEZEL B. SALVACION	3	4	5	3	4	

No.	Schools	Disbursing Officers	3	4	5	3	4	5
1	** 0907001 - Aguing National High School	ANASTACIA B. CABAGUING	3	4		3		
2	** 0907002 - Alicia Technical Vocational High School	MARIA FLOR MANLIGUEZ	3	4		3		
3	** 0907006 - Bacayon National High School	MARIA RIZA A. PLAZA	3	4		3		
4	Bantolinao National High School							
5	** 0907011 - Batuan National High School	GEMMA LOU BACOLOT	3	4		3		
6	** 0907013 - Biabas Trade High School	ANN CHARITY D. SALIM						
7	** 0907014 - Biking Technical Vocational High School	REYNALD T. CIMENI	3	4		3		
8	** 0907015 - Bilar National High School	ANGELIE J. OMAC	3	4		3		
9	** 0907023 - Cabilao National High School	ROSELYN M. TENAJEROS	3	4		3		
10	** 0907027 - Calape National High School	IVY JANE B. BACAREZA	3	4		3		
11	** 0907030 - Camabugan National High School	EDWINA SALO	3	4		3		
12	** 0907035 - Campao Oriental National High School	LORILIE O. TORREJOS	3	4		3		
13	** 0907040 - Cangawa National High School	ESTRELLA GUADALQUIVER	3	4		3		
14	** 0907044 - Catigbian National High School	EDEN C. PEQUÑO	3	4		3		
15	Catungawan National High School	AMABELLE M. CUBAROL	3	4		3		
16	** 0907048 - Clarin School of Fisheries	DEXTER C. TIEMPO	3	4		3		
17	Cong. Pablo Malasarte National High School	KARYL ANAFE P. MANLANGIT	3	4		3		
18	** 0907052 - Corella National High School	JAYSON D. LAZARA	3	4		3		
19	** 0907055 - Dagohoy National High School	MARCELO B. MANDIN	3	4		3		
20	** 0907057 - Danao National High School	EMMA T. DINCO	3	4		3		
21	** 0907067 - Francisco L. Adlaon High School	MA. THERESE E. CASTULO	3	4		3		
22	** 0907071 - Guinacot National High School	REA MAE MEÑALES	3	4		3		
23	Guinsularan National High School	MARIA ACE P. BETE	3	4		3		
24	** 0907076 - Hanopol National High School	LINDERLYN H. DUMAYACA	3	4		3		
25	** 0907079 - Hinlayagan National High School	IRIS S. ILUSTRISIMO	3	4		3		
26	** 0907080 - Inabanga High School, Nabuad	ROSALYN G. SUBRABAS	3	4		3		
27	** 0907083 - Katipunan National High School	MARCELLES S. LOGROÑO	3	4		3		
28	** 0907087 - La Hacienda National High School	GILBERT J. FABIO	3	4		3		
29	** 0907088 - La Union National High School	MA. FE ROSARIO S. ONCOG	3	4		3		
30	** 0907089 - Lila National High School	MARIA ROSE P. ARBOYES	3	4		3		
31	** 0907090 - Loboc National High School	MEDARDO C. SOJON	3	4		3		
32	** 0907093 - Lourdes National High School	FELICIANO T. MINION	3	4		3		
33	** 0907096 - Mahayag National High School	SHERYL A. LAMAROZA	3	4		3		

List of PARTICIPANTS

			MEALS/SNACKS		ACCOMMODATION		
			3	4	3		
34	** 0907098 - Mayor A. R. Tuazon National School of Fisheries	CRISELA A. CAMINADE	3	4		3	
35	Mayor Catalino Casoyla Memorial High School	JULITO C. EVANGELISTA	3	4		3	
36	** 0907101 - Nahawan National High School	MIRIAM P. LAPIZ	3	4		3	
37	Pagnitoan National High School	CLAUDINE M. BARRIOS	3	4		3	
38	** 0907107 - Pangangan National High School, Main	ALLAN REY M. PALBAN	3	4		3	
39	** 0907109 - Pilar Technical Vocational High School	HAZEL E. MADELOZO	3	4		3	
40	** 0907113 - Pres. Carlos P. Garcia National High School	RAMIL G. ROSALES	3	4		3	
41	Pres. Carlos P. Garcia Memorial National High School - Talibon	LESLIE P. TUMALON	3	4		3	
42	** 0907116 - San Agustin National High School	MICHELLE NEE B. BOLOTAULO	3	4		3	
43	** 0907120 - San Isidro National High School, San Isidro	MARIE ALYSSA B. YBAÑEZ	3	4		3	
44	** 0907121 - San Isidro Technical Vocational High School	JOAN Q. CHOUDRY	3	4		3	
45	** 0907123 - San Jose National High School, Inabanga	CYRINE PUERIN	3	4		3	
46	** 0907124 - San Jose National High School, Talibon	JULIE KRISTINE A. BITOY	3	4		3	
47	** 0907125 - San Miguel Technical Vocational High School	IRENE T. CORLET	3	4		3	
48	** 0907127 - San Pascual National Agricultural High School	DESSAJAY B. CORIMO	3	4		3	
49	** 0907129 - San Roque National High School, Albuquerque, Bohol	ALGER B. BUNGABONG	3	4		3	
50	** 0907130 - San Roque National High School, Mabini, Bohol	RONALD T. CANADA	3	4		3	
51	** 0907133 - Sevilla National High School	GARRY G. BELACHO	3	4		3	
52	** 0907134 - Sierra Bullones Technical Vocational High School	ED MARCELLIN MENDEZ	3	4		3	
53	** 0907135 - Sikatuna National Agricultural High School						
54	** 0907137 - Southern Inabanga High School	ATANACIO R. SUAREZ	3	4		3	
55	** 0907139 - Tabalong National High School	MARISTELE Q. APIT	3	4		3	
56	** 0907140 - Tabuan National High School	LEA MAY M. CAGAMPANG	3	4		3	
57	** 0907141 - Tagum Sur National High School	MARC ANTHONY B. GARCIA	3	4		3	
58	** 0907147 - Tubigon West National High School	MARIA ANA REBOSURA	3	4		3	
59	** 0907150 - Tulang National High School (Getafe High School)	WOODROW WILSON P. GALO	3	4		3	
60	Ubay National Science High School	DEVVY GRACE T. OLAGUIR	3	4		3	
61	** 0907152 - Union National High School	ALEA KASSANDRA O. MONTERO	3	4		3	
62	** 0907153 - Valencia Technical Vocational High School	EVANGELINE P. BONJE	3	4		3	