



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

**Office of the Schools
Division Superintendent**

March 14, 2024

DIVISION MEMORANDUM
No. 128, s. 2024

**WORKSHOP ON FINANCIAL MANAGEMENT FOR SCHOOL HEADS OF
IMPLEMENTING UNIT SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Chief - SGOD
Chief - CID
Public Schools District Supervisors
Implementing Unit Secondary Schools - School Heads
Accounting Unit Personnel
Budget Unit Personnel
All Others Concerned

1. In keeping with our mandate and with this Office desire to adhere to current policies, rules and regulations regarding the preparation and submission of complete, accurate, reliable and timely financial reports, a two (2) day live-in Seminar-Workshop will be conducted. The goal of the workshop is to provide School Heads with the necessary knowledge on Budgetary Reports and Financial Management of Implementing Unit Secondary Schools so they can help ensure that financial and budgetary reports are submitted on time and reliably, in accordance with the policies, plans and standards of the National Agency.
2. In view hereof, **all School Heads of the 65 existing Implementing Units and 1 newly approved IUS Secondary Schools** including the selected Finance Unit Personnel of the Schools Division Office proper are directed to attend the said Seminar-Workshop on *April 2 - 3, 2024 at the Maxi Hotel, Rafael Palma Street, Tagbilaran City.*
3. A registration fee of **Three Thousand One Hundred Pesos (P3,100.00)** shall be collected on or before April 2, 2024, to defray expenses for meals, accommodation, and use of the function hall for the seminar/workshop. Registration fees and travel expenses of participants 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.**
4. Participants shall bring a copy of their school's Calendar 2023 Financial Reports for discussion reference including a laptop and extension wires, among others.



Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
www.depedbohol.org



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

5. All participants are required to be at the venue promptly and to refrain from engaging in any activity other than attending and taking part in the seminar-workshop. AM snacks will first be served on Day 1, and the last meal is lunch on Day 2. **Attendance of all participants is a MUST.** If a participant is unable to attend the activity because of an emergency or other significant reason, they must send a representative, pay the registration fee and provide the Schools Division Superintendent, thru the Accounting Office, with a written explanation of their absence. 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.

CASIANA P. CABERTE, PhD CESO VI
OIC - Schools Division Superintendent

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



Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
 www.depedbohol.org



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

ENCLOSURE 1

SPEAKERS / RESOURCE PERSONS	GABINA F. LADARAN, CPA KARL JOSEFF SALIGUMBA MA. VICTORIA M. JASPE JOSEFINA URSOS JEROME CAPUNO RHEA ARAO-ARAO	- Financial Management - Tax Updates - Basic Concepts in Budgeting - The Budgeting Process - Budgetary Reports Part 1 - Budgetary Reports Part 2
SEMINAR/WORKSHOP FACILITATORS	ALODIA M. CALUNSAG DIANE CICELY A. JEMINEZ JOAN H. SERONDO JASMIN C. ESTOSE MA. FRITZIE A. LUNGAY KAREN C. SOLIVA	

PARTICIPANTS

No.	Schools	NAME OF SCHOOL HEAD
1	Aguining National High School	CRISTIE S. SENTE
2	Alicia Technical Vocational High School	IMA C. BUTRON
3	Baclayon National High School	ELVIRA I. JABONILLO PhD
4	Bantolinao National High School	MARIA CLEOFE FAMILIAR-OMILA
5	Batuan National High School	SUSANA G. ALCULAR
6	Biabas Trade High School	DIOMEDES L. MONTERO
7	Biking Technical Vocational High School	MA. ROBILLA O. ESPEJO, PhD
8	Bilar National High School	FELICIDAD S. ALIPE
9	Cabilao National High School	PETER PAUL C. CUBAY
10	Calape National High School	LEAH VANESSA B. ATON
11	Camambugan National High School	MA. DELILAH C. ATUP
12	Campao Oriental National High School	RUEL G. AGUDO
13	Cangawa National High School	LILIBETH L. LAROGA
14	Catigbian National High School	MELITA L. MAGLAJOS, PhD
15	Catungawan National High School	DAISY A. GRAFIL
16	Clarin School of Fisheries	ARLAN S. COSCOS, PhD
17	Cong. Pablo Malasarte National High School	VIRGINIA V. LUSTRE
18	Corella National High School	NICETAS D. FUDOLIN
19	Dagohoy National High School	MARIE CRIS E. LANGAMEN
20	Danao National High School	MARIE MADILYN V. BAUTISTA, PhD



Address: 0050 Lino Chatto Barangay Cogon,
 Tagbilaran City, Bohol
 Telephone No.: (038) 411-2544
 email Address: deped.bohol@deped.gov.ph
www.depedbohol.org



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

21	Dimiao National High School	ESTER C. MINGOC
22	Francisco L. Adlaon High School	DANIEL A. SABIOR
23	Guinacot National High School	NESTOR T. BERNADAS, PhD.
24	Guinsularan National High School	CHRISTOPHER R. ACLAN
25	Hanopol National High School	ESTER T. CALIAO
26	Hinlayagan National High School	INDIRA C. VANZUELA, PhD.
27	Inabanga High School, Nabuad	BOBETTE C. CORTES
28	Katipunan National High School	JEFFORD S. CAÑAS, PhD
29	La Hacienda National High School	DELIA G. RAFOLS
30	La Union National High School	GINA B. CASTAÑARES
31	Lila National High School	JONAS N. GABUTAN
32	Loboc National High School	MIA MARIE J. BILIRAN
33	Lourdes National High School	KIMBERLY S. MURING PhD
34	Mahayag National High School	MARIA SALOME A. NUEZ PHD
35	Mayor A. R. Tuazon National School of Fisheries	DR. ARCADIO J. MALMIS
36	Mayor Catalino Casoyla Memorial High School	ROGELITO H. ABANGGAN, J.D.
37	Nahawan National High School	MA. CECILIA B. VITOR
38	Pagnitoan National High School	TERESA C. ARAIS
39	Pangangan National High School, Main	ARTURO P. GONZAGA
40	Pilar Technical Vocational High School	VERBO O. TUYOGON
41	Policronio S. Dano Sr. High School	RONILO H. PALINGCOD
42	Pres. Carlos P. Garcia National High School	PANTALEON R. GULLE, JR.
43	Pres. Carlos P. Garcia Memorial National High School - Talibon	RESTILOU Q. ARTIAGA
44	San Agustin National High School	NILO C. LANOY
45	San Isidro National High School, San Isidro	RONNEL S. SAYSON
46	San Isidro Technical Vocational High School	PUREZA V. GALAGAR
47	San Jose National High School, Inabanga	ARLYDENIA R. BAJAO
48	San Jose National High School, Talibon	EDWIN ISIDOR S. CORBITA
49	San Miguel Technical Vocational High School	MYRNA M. HENCIANOS
50	San Pascual National Agricultural High School	MARIETA B. CEMPRON
51	San Roque National High School, Albuquerque, Bohol	MA. GINA G. HORNIDO



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

52	San Roque National High School, Mabini, Bohol	JAYKEE A. ODARVE
53	Sevilla National High School	FLORINA A. DIGAL
54	Sierra Bullones Technical Vocational High School	MARTIN C. RAMIS PhD
55	Sikatuna National Agricultural High School	LEONOR T. APALE
56	Southern Inabanga High School	FELICIANA N. NIÑO
57	Tabalong National High School	FLORA T. VIRTUDAZO
58	Tabuan National High School	FLORENDA L. RACAZA
59	Tagum Sur National High School	MICHAEL G. HORMACHUELOS
60	Tubigon West National High School	ZENAIDA Y. MASCARIÑAS
61	Tulang National High School (Getafe High School)	REX S. CUIZON, PhD.
62	Ubay National Science High School	ROSALINDA G. BUTCON
63	Union National High School	ROCHELLE B. IMPANG
64	Valencia Technical Vocational High School	MARYCHEL L. GARCIA PhD
65	Zosimo A. Gulle Memorial National High School	BARBARA A. COMENDADOR
66	Faraon National High School	ROMEO IDUSMA