



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

**Office of the Schools  
Division Superintendent**

May 8, 2024

DIVISION MEMORANDUM  
No. **222**, s. 2024

**REORIENTATION WORKSHOP ON THE PREPARATION OF NON-IMPLEMENTING  
UNIT SCHOOLS' BANK RECONCILIATION STATEMENT TO DISTRICT  
ADMINISTRATIVE ASSISTANT III (ADAS III)/SENIOR BOOKKEEPERS**

To: Assistant Schools Division Superintendent  
Chief - SGOD  
Chief - CID  
Public Schools District Supervisors  
Non - Implementing Unit School Heads  
Accounting Unit Personnel  
Administrative Assistant III (ADAS III)/Senior Bookkeeper  
All Others Concerned

1. Pursuant to DepEd Order No. 29, series of 2019 dated October 17, 2019, entitled "Management of Cash Advances to DepEd Non-Implementing Units (Non-IUs) for School Maintenance and Other Operating Expenses (MOOE) and Program Funds" which issued the procedural guidelines relative to the COA, DBM, and DepEd Joint Circular No. 2019-1 dated February 4, 2019, which entails in it the submission of monthly Bank Reconciliation Statements that is prepared by the District Bookkeepers, this office announces the **Re-Orientation Workshop on the preparation of Bank Reconciliation Statements to District Bookkeepers**. This aims to **recapacitate/equip** Senior Bookkeepers of this task, **to orient with the new process of the BRS submission**, and to promote stronger financial accountability to improve the management of cash advances granted to School Heads of non-IUs for school operations.
2. In view hereof, **all Non-IUs Senior Bookkeepers / ADAS III** including the selected Accounting & IAS Personnel of the Schools Division Office proper are directed to attend the said Seminar-Workshop on May 15 - 16, 2024, 8am-5pm, **at the 3<sup>rd</sup> Floor of DepEd Division of Bohol Schools Division Office**. Attendance at this re-orientation workshop is mandatory and shall be monitored by the SDO Accounting Unit. If a participant is unable to attend, they may send the Disbursing Officer/Representative who will explain and share the discussions and must secure a PSDS approved Authority to Travel.



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3. Travelling expenses and applicable Daily Travel Expenses (if applicable) are chargeable against SDO MOOE fund subject to usual accounting, COA auditing rules and regulations.
4. Participants are reminded to be at the venue on or before the time and shall, by no means, be doing activities other than attending and participating in the said orientation workshop.
5. This memorandum shall serve as your **travel authority**. The full list of participants is provided in **Enclosure No. 1**
6. Immediate and wide dissemination of this memorandum is hereby directed.

*Casiana P. Caberte*

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

*[Handwritten signature]*

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



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**ENCLOSURE 1**

<b>SPEAKERS/ PERSONS</b>	<b>RESOURCE</b>	GABINA F. LADARAN, CPA - Bank Reconciliation Statement Overview MAYFLEUR CIRUJALES -Bank Reconciliation Statement Preparation MARY GRACE OCIO -BRS Submission Process GABINA F. LADARAN, CPA - Assessment and Evaluation
<b>SEMINAR/WORKSHOP FACILITATORS</b>		ALODIA M. CALUNSAG DIANE CICELY A. JEMINEZ JOAN H. SERONDO JASMIN C. ESTOSE MA. FRITZIE A. LUNGAY KAREN C. SOLIVA JULY BRYAN CABANGBANG MILAGROS TINAJA

**PARTICIPANTS:**

15-May-24		16-May-24	
ALBUR	Israel L. Loseñada	BALILIHAN	Sharon Annieby C. Rante
ANTEQUERA	Marlou B. Licos	CALAPE	Eddel Jay L. Meniano
ANTEQUERA	Evelyn C. Dacaldacal	CATIGBIAN	Doris A. Lacea
BACLAYON	Charese Mae J. Solis	CATIGBIAN	Geralin L. Saludes
BALILIHAN	Jasmin C. Baldpan	CORELLA	Dolores L. Tutor
CALAPE	Juliet C. Villorejo	MARIBOJOC	Kristine Mae T. Colarte
CORTES	Arvin A. Ramos	MARIBOJOC	Gemma B. Miranda
CORTES	Lorelie T. Chatto	TUBIGON WEST	Kristine Joy M. Alampayan
DAUIS	Ronan Bongalos	TUBIGON WEST	Maribel R. Arbasto
LOON NORTH	Sheila Marie Maluenda	BIEN UNIDO	May Angelie N. Bucsit
LOON NORTH	Angelito S. Cutor	BIEN UNIDO	Aileen N. Macua
LOON NORTH/LOON SOUTH	Ian Mart Salao	BUENAVISTA I	Maria Viernalou M. Inso
LOON SOUTH	Bless R. Dagondon	GETAFE I	Mercy A. Buntod
PANGLAO	Juvy M. Loquellano	GETAFE II	Claire Joy C. Zamora
SIKATUNA	Jhonari C. Vilsaya	INABANGA NORTH	Sabino A. Logroño
TUBIGON EAST	Artemia Magdosa	INABANGA NORTH	Lucille P. Pagaura
TUBIGON EAST	Manilyn L. Yosoya	INABANGA SOUTH	Irene S. Postanes
TUBIGON EAST	Boots P. Ramo	INABANGA SOUTH	Jocelyn C. Generale
BUENAVISTA II	Rubilyn D. Pacaldo	PRES. CPG	Cristopher B Arangcon
BUENAVISTA II	Carmela C. Sumalinog	PRES. CPG	Janeth B. Galupo



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



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CLARIN	Fe C. Mula	PRES. CPG	Liezel A. Bajamonde
CLARIN	Marlyn M. Bustaliño	SAGBAYAN	Mary Jean G. Sisican
DAGOHOY	Merlinda C. Timbal	SAGBAYAN	Noreen D. Amora
DANAO	Myrna E. Evangelista	SAGBAYAN	Marilyn G. Emia
DANAO	Maria Berna V. Viodor	SAN ISIDRO	Sylvia F. Sumatra
SAN MIGUEL	Elena B. Bulaqueña	SAN MIGUEL	Zenaida B. Bonior
TRINIDAD I	Josephine A. Blsnar	SAN MIGUEL	Evelyn C. Notarte
TRINIDAD II	Generosa G. Napallacan	TALIBON I	Faith C. Hormachuelos
UBAY I	Paterna Gucila	TALIBON I	Maria Joa V. Masias
UBAY II	Mari Grace M. Apat	TALIBON I	Elsie C. Pilongo
UBAY III	Jea Grace L. Nuez	TALIBON II	Jenalyn T. Virtudazo
ALICIA	Elizabeth G. Bermoy	TALIBON II	Cheryl Ello
ALICIA	Michelle V. Banawa	TALIBON II	Rosemarie Evardo
ANDA	Zenelyn O. Agdana	TRINIDAD I & II	Exuperia C. Abelgas
ANDA	Cheila Jane A. Daniel	UBAY I	Jacinta D. Marilla
BILAR	Bernadette B. Mutia	UBAY III	Ma. Ana F. Polinar
CANDIJAY	Cristina B. Amora	BATUAN	Heide G. Paler
CANDIJAY	Richie P. Perocho	BATUAN	Amabelle D. Palingcod
CANDIJAY	Ruby T. Omila	CANDIJAY	Jessica A. Obera
CARMEN 2	Cristie V. Macabudbud	CARMEN 1	Maria Lourdes M. Villamora
DUERO	Dolores S. Glico	CARMEN 1	Kristine D. Fuderanan
GUINDULMAN	Jennifer P. Galido	CARMEN 3	Kristine Jeanne B. Casia
GUINDULMAN	Maria Arlene N. Yecyec	DIMIAO	Zerah Jane G. Ligtas
GUINDULMAN	Jo-ann J. Galupo	DIMIAO	Glith M. Dalogdog
JAGNA	James Anthony A. Cruz	GARCIA HERNANDEZ	Joan S. Cabunoc
JAGNA	Deborah M. Tan	GARCIA HERNANDEZ	Josephine B. Dacuno
JAGNA	Melanie A. Tadios	LOAY	Mary Leizel B. Aljo
JAGNA	Joanna C. Tuazon	LOBOC	Marilou W. Bellezas
LILA	Christian Rofell E. Gamorot	LOBOC	Debbie P. Pujadas
LOBOC	Gerry C. Estares	MABINI	Naomi P. Ampoloquio
MABINI	Charlie L. Espino	PILAR	Carmina J. Alboroto
PILAR	Charilyn M. Betonio	PILAR	Eugene Y. Flores
SEVILLA	Ma. Lourdes M. Aranzado	SEVILLA	Luvelyn A. Cutin
SIERRA BULLONES	Evelyn B. Alolino	SIERRA BULLONES	Lorraine A. Tado
SIERRA BULLONES	Loida S. Gaudicos		
VALENCIA	Alberto N. Tagapia		
VALENCIA	Sarah A. Tagud		