

cto Accounting



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

**Office of the Schools
Division Superintendent**

April 25, 2025

DIVISION MEMORANDUM
No. **265**, s. 2025

ON-BOARDING ORIENTATION OF NEWLY HIRED NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Chief - CID
Chief - SGOD
Public Schools District Supervisors
Elementary and Secondary School Principals/Heads
Newly Hired Administrative Assistant III (Senior Bookkeepers)
Newly Hired Administrative Assistant II (Disbursing Officers)
Newly Hired Administrative Assistant II (Admin Support Staff)
All Others Concerned

1. This office announces the conduct of an On-Boarding Orientation of Newly Hired Non-Teaching Personnel on **May 6-7, 2025 at Panda Tea Garden Suites, JA Clarin St., Tagbilaran City.**
2. Senior Bookkeepers are scheduled to attend the live-in activity from May 6-7, 2025 (*Day 1 first meal – breakfast, Day 2 last meal – pm snacks*). Disbursing Officers and Admin Support Staff will join the activity on May 7, 2025 (*First meal – breakfast, last meal – pm snacks*). Registration will begin at 7:00 am. Identified participants are expected to come on time to the venue to avoid delays in the scheduled activities. Attached herein is the list of participants. **(ANNEX A)**
3. Senior Bookkeeper participants shall bring the following for the workshop on the Web Based Monitoring System:
 - i. Laptop
 - ii. If possible, extension wire
 - iii. and own internet modem/ device

4. Expenses shall be chargeable as followed

	Travel Expenses	Applicable DTE	Food and Accommodation
SDO Personnel		Division MOOE	
Non IU – Senior Bookkeepers		Division MOOE	



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	Travel Expenses	Applicable DTE	Food and Accommodation
Non IU – Disbursing Officers II	School MOOE	School MOOE	Division MOOE
Non IU – Admin Support Staff	School MOOE	School MOOE	Division MOOE
IU – Senior Bookkeepers	School MOOE		
IU – Disbursing Officers II	School MOOE		
IU – Admin Support Staff	School MOOE		

5. A registration fee shall be collected from IU Participants in the amount of **Three Thousand Pesos (P3,000.00)** for **Senior Bookkeepers**, and **One Thousand Pesos (P1,000.00)** each for **Disbursing Officers and School Clerks**, subject to the usual accounting and auditing rules and regulations, to defray expenses for their food and accommodation. Registration shall be collected **on or before May 6, 2025**, **No registration fee payment – No Certificate of Participation**.
6. This memorandum serves as **TRAVEL ORDER**.


FAY C. LUAREZ EdD PhD TM CESO VI
OIC -Schools Division Superintendent



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ANNEX A.

SDO PERSONNEL SPEAKERS AND FACILITATORS:

1. Fermin M. Albutra – Administrative Officer V
2. Judith S. Apale – EPS II M&E
3. Gabina F. Ladaram, CPA – Division Accountant
4. Felipe B. Platino Jr. – Administrative Officer II
5. Diane Cicely A. Jeminez – Administrative Officer II
6. Jasmin C. Estose - Administrative Officer II
7. Liza D. Crescencio - Administrative Officer II
8. Ma. Fritzie A. Lungay - Administrative Officer II
9. Karen C. Soliva - Administrative Officer II
10. Mayfleur U. Cirujales - Administrative Officer II
11. Adelene Grace P. Mende - Administrative Officer II
12. Joan H. Serondo - Administrative Officer II
13. Bless R. Dagondon – Administrative Assistant III
14. Karl Joseff A. Sarigumba - Administrative Assistant III
15. Jeberly G. Lapos - Administrative Assistant III
16. Rufa C. Rapiap - Administrative Assistant III
17. Juliet Dumapias - Administrative Assistant III
18. Milagros D. Tinaja - Administrative Assistant III
19. Gwynn M. Badad
20. Abegale C. Aparece
21. Janelyn G. Umar

NEWLY HIRED SENIOR BOOKKEEPERS – MAY 6-7, 2025

NON IU Senior Bookkeepers			
1	AGANG-ANG MARIE CHRISTIANNE C.	14	CARAY, JOFELAINE MARIE A
2	ALCALA, MHAYCEL E	15	CARO, GLISELDA V.
3	AMEGABLE, VERONICA L	16	CERIO, NICKY D
4	AÑASCO, YVETTE SOBRETOD	17	COLARTE, CHERRYMIE B.
5	ASUCAN, CRISTINE I.	18	DAGCUTA, MARIA JALNA
6	BAID, JOY APRIL N.	19	DUMAPIAS, JULIET A.
7	BALANE, AGNES JANE O	20	EMPINADO, BABY CLAIRE A
8	BALO, ESTRELLA CASUL	21	EULOGIO, JANE C
9	BANGA, MARIVIC G	22	EVANGELISTA, MIRIAM J
10	BERNALES, JENELYN ACABO	23	GRACIOSA, ANARIZA G.
11	BLANCO, SINFORIANO	24	JUMAWID, JOSIE QUIO
12	BUNTAG, MARIAN GRACE P	25	LARA, LEAH O
13	CAPON, PRINCESS SAN L	26	LEGARDE, AILEEN T



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27	LIMOSNERO, MA. CHRISTINE B	44	PANIS, CHRISTINE
28	LIMPOT, ALVIE E.	45	PELPINOSAS, ANALYN F
29	LOMARDA, MARIEL JO A	46	PIQUERO, LORNA SEROJE
30	LUMAPAY, ELVIRA MACABUDBUD	47	PLATINO, CHARITO ANCOG
31	MABALATAN, BECKY A.	48	RANICO, MA. CAMILLE Q
32	MANGANDAKE, MARIA LOURDES LUNGAY	49	REJAS. SHIELA R.
33	MASILANG, GEMMA ANN C.	50	SALVACION, GLENDA C.
34	MATAFLORIDA, GERLICK C.	51	SUMA-OY, MARZENY M
35	MENDEZ, CLARISSA H.	52	TAGSA, JEREILOU DANCILA
36	MERO, RENZCEL PALAS	53	TINAHORA, ANALIE ENAD
37	MORQUIALA, RECEL JOY G.	54	TOLEDO, ROCELYN C.
38	MULA. GRETCHEL B	55	TOLESIO, MARIVIC B.
39	NOCULAN, MARICHU S.	56	TURAN, MARIA MAY T.
40	NUEZ, CARMELITA APAT	57	VASQUEZ, NIÑO JEROME N
41	NUÑEZ, EDEN J	58	VELASCO, ANNABELLE V
42	OCHAVILLO, CRESTINE A.	59	VELOSO, JOSEPH A
43	OMAPAS, EDIZA MAE L		
IMPLEMENTING UNIT SECONDARY SCHOOLS Senior Bookkeepers			
1	ADIONG, MARBIE D	14	DICHOS, WILMA ABULOC
2	AGUINSATAN. DELIA B	15	FLORES, EUGENE
3	ALIMPOLOS, JESSE DIGAL	16	GAMBA, ELLIANE M.
4	ALIÑAB, RUELA PEROCHO	17	GESORO, DARYL MAE G.
5	ANDAL, JASMAINE A	18	LADARAN, CORNELIA GALON
6	AUXTERO, RODELYN D	19	OLAIVAR, EVELYN B.
7	BULALA, LESTER A.	20	PADILLA, ROSALYN S
8	CALONIA, TERESITA B	21	QUIJANO, ALEJANDRO III GALES
9	CENIZA, JUDELYN V.	22	SABANA, MELISA B.
10	CORCELES, MA. WENIZA H.	23	SALCES, JUCEL P
11	CUAJAO, SHEILA MARIE C.	24	SUANO, CHRISTINE GRACE CUEVAS
12	CURIBA, THERESE JEAN F	25	TADLE, MICHELLE S.
13	DANIE, RUENA A	26	TADO, JESABEL GALAGALA

NEWLY HIRED ADMINISTRATIVE ASSISTANTS II – MAY 7, 2025

NON – IU DISBURSING OFFICERS			
1	ADARO, LORESA G	6	CAMBA, CRISTY T
2	ARADO, LOIDA C	7	CARAJAY, ROGELIA P
3	ASTILLO, TERESITA T	8	CURAN, SHERWIN VIM JOSEPH M
4	BUDIONGAN, ELLAINE P	9	DOLIENTE, JOCELYN B
5	BUTAL, SHEILO A	10	GALULA, EPIFANIA E



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11	GANZON, CRISTINA P	23	MOLINA, JOCERLYN
12	GUDEN, ROSALYN	24	OCIONES, JULIETA A
13	HINTAPAN, JUDDIE FAITH P	25	ODAL, CHARINA E
14	INGLES, ROSELYN Q	26	ORAPA, CRISTY MARIE M
15	JUABOT, RONELYN B.	27	QUINDOZA, MARITANA
16	LABASTIN, AMOURE Z	28	REAL, JANET B
17	LANGI, RICHELYN B	29	RENTUAYA, GWYNETH LYLE Z
18	LANOY, IRENE T	30	ROMANOS, MIANNIE VIA E
19	LENTERIA, CHRISTIAN JAY I	31	TORADIO, FRANCIS CLARK RAMOS
20	LOGROÑO, JEERYL F	32	VALENTOS, JO-AN T
21	LOMOLOJO, ISRAEL M	33	VARGAS, MARIFE B
22	MESARIO, EDISA S	34	VEDRA, FRED RYAN G
IMPLEMENTING UNIT SECONDARY SCHOOLS DISBURSING OFFICERS			
1	ARANAYDO, RHIO S	11	LAMPERA, MELANIE C
2	ATAZAN, ALEXANDER A	12	MANATAD, ANDREW R
3	AVENIDO, ELIZABETH J.	13	OCULARES, NESSA LAO
4	CAGAS, JONALYN B	14	PALMA, MAIDA M
5	CALUMBA, MARIA IVY	15	POLESTICO, RENAVIC L
6	DAIGAN, MARICEL BOLOTAOLO	16	QUIETA, MANILYN V
7	DEGAMO, RUBY C	17	RENOBLAS, REY T.
8	FERNANDEZ, LEA TIONGSON	18	SOLIS, DOROTHY
9	INFIESTO, CHIRELOU T	19	TESIO, LEAH M
10	LAMBAN, JUDELYN BULILAWA		
NON – IU SCHOOLS ADMIN SUPPORT			
1	ACERO, FATIMA ROSE BAGHARI	10	HINGGO, JUDY-ANN L
2	ANIASCO, ALMA T	11	INGLES, JOHANNA C
3	BERNALES, ALJONRY C	12	OLAIVAR, JULICENA MAE C
4	BETE, RAMONITO	13	POLESTICO, MARCH KRISTILE TOMO
5	CASQUIJO, JENNY P	14	RAMADA, NIÑA JANE L
6	CENTINO, JOEL ISIDORE M	15	RENEGADO, CARL NINO R
7	DARATO, JEAN GABALES	16	TAGUPA, JUNE Q
8	GRANADEROS, MARIFE A	17	TORREJAS, JETTERANNE B
9	GULE, GLENN JAYOMA		
IMPLEMENTING UNIT SECONDARY SCHOOLS ADMIN SUPPORT			
1	ACABO, MARY KRIS L	5	BAOBAO, FRANCIS GUADALQUIVER
2	AGCOL, JULIE M	6	BUSANGILAN, RETCHIE A
3	AMORA, CHRISTINE SEROJE	7	CABAGNOT, POL WINCEZ M
4	BALUCAN, MERALOU BUCOL	8	CABALANG, SHAIDEE T



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9	CAJES, LOVELY L	21	MUNDOC, KAREN KRISTAL B
10	BINLOD, LORD DENELL OÑES	22	DELA ROSA, NANETTE BERON
11	BOESER, MA. MICHELLE M	23	DUMAYAC, VICTORINO M
12	BUAYA, EDELYN	24	RUYERAS, RONALD
13	BUNO, JOSEFINA T.	25	GALAO, MELCHOR B
14	GIENDEL MARIE L. DECALAY	26	PALAPAR, MARIBETH PONCIA MACEREN
15	JALA, IRIS G	27	PINOS, IVAN BRYAN V
16	LAGROSA, ZAIDE Y	28	PUTONG, MARVIN REY L
17	LOTARIO, MAE GRACE T	29	RONQUILLO, LORINA VILLALON
18	MAGSINOLOG, AMADO JR. G	30	TAPANGAN, KRIZZIA M
19	MANLUNAS, HEREYLEN T	31	TUMILAP, CHERYL M
20	MEJONG, HANNA MECIEL O	32	UY, NOEME HINALOC



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ON BOARDING ORIENTATION OF NEWLY HIRED NON-TEACHING PERSONNEL
 May 6 - 7, 2025

PROGRAMME

Day 1 – May 6, 2025 with IU and Non-IU Senior Bookkeepers

7:00am – 8:30am	REGISTRATION Gwynn Badad, Abegail Aparece, Janelyn Umar
8:31am – 8:45am	PRELIMINARIES AVP ACKNOWLEDGEMENT OF PARTICIPANTS Ma. Fritzie A. Lungay, Admin Officer II Rufa C. Rapirap, ADAS III WELCOME REMARKS AND STATEMENT OF PURPOSE Fermin M. Albutra, Admin Officer V INSPIRATIONAL MESSAGE Fay C. Luarez EdD PhD TM CESO VI, OIC - Schools Division Superintendent
8:46am – 9:30am	HR AND ADMIN TIME Fermin M. Albutra, Admin Officer V Judith S. Apale, EPS II M&E
9:30am – 10:30am	BASIC REQUIREMENTS FOR PERSONNEL SERVICES CLAIMS Felipe Platino Jr. – Admin Officer II/DPSU Head
10:31am – 11:00am	DUTIES AND RESPONSIBILITIES OF DISBURSING OFFICERS AND SENIOR BOOKKEEPERS Bless Dagondon, ADAS III
11:01am – 11:30am	ONLINE FIDELITY BONDING SYSTEM Diane Cicely A. Jeminez – Admin Officer II
11:31am – 12:00nn	TAX RELATED REPORTS; FILING AND SUBMISSION Karl Joseph A. Sarigumba – ADAS III
12:00nn – 1:00pm	oOoOo LUNCH oOoOo
1:00pm – 1:30pm	SCHOOL PROCUREMENT PROCESS Jasmin C. Estose – Admin Officer II
1:31pm – 3:00pm	DOCUMENTARY REQUIREMENTS FOR MOOE LIQUIDATIONS/DOWNLOADING Liza D. Crescencio – Admin Officer II Jeberly Lopez – ADAS III
3:01pm – 3:30pm	ELIGIBLE EXPENSES/LIQUIDATION SUBMISSION TECHNIQUES AND TIMELINES Ma. Fritzie A. Lungay – Admin Officer II
3:31pm – 4:30pm	MOOE DOWNLOADING PROCESS FLOW, CHANGE OF SIGNATORY, OVERISSUANCE Karen C. Soliva – Admin Officer II
4:31pm – 5:00pm	WRITTEN EVALUATION AND OPEN FORUM Karen C. Soliva – Admin Officer II



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ON BOARDING ORIENTATION OF NEWLY HIRED NON-TEACHING PERSONNEL
 May 6 - 7, 2025

PROGRAMME

Day 2 – May 7, 2025

7:00am – 8:30am	REGISTRATION Gwynn Badad, Abegail Aparece, Janelyn Umar
GROUP 1 IU and Non-IU Disbursing officers and Admin Support Staff	
8:31am – 8:45am	PRELIMINARIES AVP
8:46am – 9:30am	HR AND ADMIN TIME Fermin M. Albutra, Admin Officer V Judith Apale
9:30am – 10:30am	BASIC REQUIREMENTS FOR PERSONNEL SERVICES CLAIMS Felipe B. Platino Jr. – Admin Officer II/DPSU Head
10:31am – 11:00am	DUTIES AND RESPONSIBILITIES OF DISBURSING OFFICERS AND SENIOR BOOKKEEPERS Bless R. Dagondon, ADAS III
11:01am – 11:30am	ONLINE FIDELITY BONDING SYSTEM Diane Cicely A. Jerninez – Admin Officer II
11:31am – 12:00nn	TAX RELATED REPORTS; FILING AND SUBMISSION Karl Joseff A. Sarigumba – ADAS III
12:00nn – 1:00pm	oO00o LUNCH oO00o
1:00pm – 1:30pm	SCHOOL PROCUREMENT PROCESS Jasmin C. Estose – Admin Officer II
1:31pm – 3:00pm	DOCUMENTARY REQUIREMENTS FOR MOOE LIQUIDATIONS/DOWNLOADING Liza D. Crescencio – Admin Officer II Jeberly G. Lopez – ADAS III
3:01pm – 3:30pm	ELIGIBLE EXPENSES/LIQUIDATION SUBMISSION TECHNIQUES AND TIMELINES Ma. Fritzie A. Lungay – Admin Officer II
3:31pm – 4:30pm	MOOE DOWNLOADING PROCESS FLOW, CHANGE OF SIGNATORY, OVERISSUANCE Karen C. Soliva – Admin Officer II
4:31pm – 5:00pm	WRITTEN EVALUATION AND OPEN FORUM Karen C. Soliva – Admin Officer II
GROUP 2 Non-IU ADAS III (MORNING SESSION)	
8:00am – 11:00am	CHECKING ACCOUNT IMPLEMENTATION Gabina F. Ladaran, CPA, Division Accountant
11:01am – 12:00nn	BANK RECONCILIATION STATEMENT PREPARATION Mayfleur U. Cirujales – Admin Officer II



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GROUP 3 IU ADAS III (MORNING SESSION)

8:00am – 12:00nn **ENHANCE FINANCIAL REPORTING SYSTEM**
Joan H. Serondo – Admin Officer II
Adelene Grace P. Mende – Admin Officer II
Rufa C. Rapirap – Admin Officer II

12:00nn – 1:00pm **oO00o LUNCH oO00o**

DAY 2 AFTERNOON SESSION – IUS & NON-IUS ADAS III

1:01pm – 4:00pm **WEB – BASED MOOE MONITORING SYSTEM**
Gabina F. Ladaran, CPA, Division Accountant

4:01pm – 5:00pm **WRITTEN EVALUATION / OPEN FORUM**
Gabina F. Ladaran, CPA, Division Accountant



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