



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

**Office of the Schools
Division Superintendent**

May 9, 2025

DIVISION MEMORANDUM
No. 292, s. 2025

2025 FIRST FINANCE UNIT COORDINATION MEETING

To: Assistant Schools Division Superintendent
Chief – CID
Chief – SGOD
Accounting Unit Personnel
Internal Audit Personnel
Cashier Unit Personnel
Budget Unit Personnel
DPSU Personnel
All Others Concerned

1. In keeping with our mandate and to the desire of this Office to address office concerns and expedite process while still complying with existing policies, rules and regulations relative to the financial processes, and up-to-date releases of payments, a two (2) day coordination meeting shall be conducted which aims to achieve timely and reliable process of payments and other financial releases consistent with the national agency's policies, plans and standards.
2. In view hereof, personnel from Accounting, Internal Audit Services (IAS), Budget Unit, Cashier Unit, and selected personnel from the Supply Office, PMU, Records Section and of the Schools Division Office proper (*list of participants - ANNEX A*) are directed to attend the Coordination Meeting on **May 13 - 14, 2025** at the Bluewater Panglao Beach Resort. Activity will start at 9:00am on May 13, 2025.
3. Each Section shall prepare a PowerPoint Presentation illustrating the flow of transactions processed handled within their office.
4. Concerned personnel shall ensure that all affected transactions under their responsibility shall be properly documented and organized to prevent process disruption in their absence.
5. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.


FAY C. LUAREZ, EdD PhD TM CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Annex A.

LIST of PARTICIPANTS.

#	NAME OF PERSONNEL	POSITION
ACCOUNTING		
1	GABINA F. LADARAN, CPA	Div Accountant
2	DIANE CICELY A. JEMINEZ	AO II
3	MILAGROS D. TINAJA	ADAS III
4	KAREN C. SOLIVA	ADAS III
5	MA. FRITZIE A. LUNGAY	ADAS III
6	JASMIN C. ESTOSE	ADAS III
7	RUFA RAPIRAP	ADAS III
8	ADELENE GRACE MENDE	AO II
9	KARL JOSEFF SARIGUMBA	ADAS III
10	MARY GRACE OCIO	ADAS III
11	MARLON LACIA	AO II
12	JULIET DUMAPIAS	ADAS III
13	MARIE CHRIDTIANIE C. AGANG-ANG	ADAS III
14	JEAN NEPA	COS
INTERNAL AUDIT SECTION		
1	LIZA D. CRESCENCIO	ADMIN OFFICER II
2	JEBERLY LOPOS	ADAS III
3	LORNA PIQUERO	ADAS III
4	MARIETA CASTILLON	ADA I
5	JUANITA ROLLON	ADA I
7	RAINERIA DAING	ADAS III
CASHIER SECTION		



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	1 VICTORIANO C. CIMENI	CASHIER II
	2 MARILOU S. LAURON	AO II
	3 ULYSSES R. NOGALADA	AO II
	4 ADRIANO A. BENIGA	ADA
	5 LEMUEL T. UNGAB	AO II
	6 NOEMI JAYLE M. LOQUELLANO	ADAS II
BUDGET SECTION		
	1 Julie Ann Kristie A. Redillas	Budget Officer III
	2 Mariel Jo A. Lomarda	ADAS - 1
	3 Maria Lourdes L. Mangandake	ADAS - 3
	4 Kristine D. Fuderanan	ADAS - 3
	5 Glith M. Dalogdog	ADAS - 3
	6 Rhea C. Arao-arao	AO - 2
	7 Jerome G. Capuno	AO - 2
	8 Maria Riyah A. Lagura	AO - 2
	9 Josefina G. Ursos	AO - 2
DIVISION PAYROLL SERVICES UNIT		
	1 Felipe B. Platino, Jr.	AO-2
	2 Ritchie E. Anding	ADAS-3
	3 Arlene A. Aparicio	AO-2
	4 Simon D. Bolasco, Jr.	ADAS-2
	5 Ellaine Rose G. Botero	ADAS-3
	6 Nova L. Caballo	ADAS-3
	7 Hasmin A. Coloscas	AO-2
	8 PRINCESS SAN CAPON	ADAS 3
	9 Demetria H. Galban	ADAS-3
	10 Josie Q. Jumawid	ADAS-3



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11	Malou D. Murphy	ADAS-2
12	Glenda T. Tumamos	ADAS-3
1	IRIS FINALYN ANCOG	PMU Personnel
1	NICANORA GRETLI FOSTANES	Records Section
1	LILIAN BALORIA	Supply Office
1	FERMIN M. ALBUTRA	Admin Office
1	JUDITH APALE	HR
1	WILFREDA O. FLOR	SGOD
2	LOPE S. HUBAC	SGOD
1	CARMELA RESTIFICAR	CID
2	EVELYN CODILLA	CID
1	DR. FAY C. LUAREZ	SDS
2	JOAN LAGRIA	SDS
1	DR. EDUARDO OMPAD	ASDS
2	EVA SAGRARIO	ASDS