



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

**Office of the Schools
Division Superintendent**

July 31, 2025

DIVISION MEMORANDUM

No. **530** . S. 2025

**ORIENTATION WORKSHOP ON WITHHOLDING TAXES TO IMPLEMENTING UNIT
SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Chief – SGOD
Chief – CID
Public Schools District Supervisors
IU School Heads
IU Assistant III (ADAS III)/Senior Bookkeepers
IU Disbursing Officers
Accounting Unit Personnel
All Other Concerned

1. Pursuant to COA Region VII Audit Observation Memorandum (AOM) No-2025-010 dated February 27, 2025, which highlighted the Division of Bohol's failure to comply with the withholding of taxes and subsequent remittance on purchases made through cash advances, this office announces the conduct of an Orientation Workshop on Withholding Taxes to Implementing Unit Secondary Schools on August 15, 2025. Venue will be announced before the said activity.
2. In view hereof, **IU Secondary School Heads, Senior Bookkeepers, and Disbursing Officers** including selected Accounting Unit personnel of the Schools Division Office proper are directed to attend the said Seminar-Workshop. Attendance to this orientation workshop is mandatory and shall be monitored by the SDO Accounting Unit. **A participant who is unable to attend must submit a letter addressed to the SDS explaining their absence.** A registration fee of Nine Hundred Fifty Pesos (P950.00) per participant shall be collected **on or before August 15, 2025**, to defray expenses for meals 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. No Registration Fee payment, No Certificate of Appearance.**
3. Participants are reminded to arrive at the venue on or before the scheduled start time and shall, by no means, be doing activities other than attending and participating in the said orientation workshop. Each District shall bring the following:



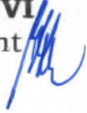
DepEd Tayo Bohol Division

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



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- a. Scanned Copy of Disbursement vouchers for the month of July 2025
 - b. Laptop
 - c. If possible, extension wire
 - d. and own internet modem/device
7. This memorandum shall serve as your **travel authority**. The full list of participants and their schedule is provided in **ANNEX 2**.
8. The implementation of Withholding Tax shall commence in **September 2025**.
9. Immediate and wide dissemination of this memorandum is hereby directed.


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



Deped Tayo Bohol Division

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Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
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Enclosure No. 2

LIST OF FACILITATORS

SDO Personnel

- 1 Gabina F. Ladaran
- 2 Atty. Jessie Fuentes
- 3 Julie Ann Kristie A. Redillas
- 4 Karl Joseff A. Sarigumba
- 5 Diane Cicely A. Jeminez
- 6 Rufa C. Rapirap
- 7 Cherrymie B. Colarte
- 8 Raineria N. Daing
- 9 Marietta Castillon
- 10 Glenda Salvacion
- 11 Loida S. Gaudicos

List of PARTICIPANTS

SCHOOL	SCHOOL HEAD	SENIOR BOOKEEPER	DISBURSING OFFICER
** 0907001 - Aguing National High School	CRISTIE S. SENTE	NORMA Y. COQUILLA	ANASTACIA B. CABAGUING
** 0907002 - Alicia Technical Vocational High School	IMA C. BUTRON	JESABEL G. TADO	MARIA FLOR B. MANLIGUEZ
** 0907006 - Bacayon National High School	ELVIRA I. JABONILLO	JAY MARIH S. SUAREZ	MARIA RIZA A. PLAZA
Bantolinao National High School	MARIA CLEOFE FAMILIAR-OMILA	JOHN REY G. DOBLE	GLENIELYN M. TUTAS
** 0907011 - Batuan National High School	SUSANA ALCULAR	CRISTIE SANDIMAS	LOLITA HILOT
** 0907013 - Biabas Trade High School	DIOMEDES L. MONTERO	RUENA A. DANIE	JONALYN B. CAGAS
** 0907014 - Biking Technical Vocational High School	MA. ROBILLA O. ESPEJO	MARION M. GAPAS	REYNALD T. CIMENI
** 0907015 - Bilar National High School	FELICIDAD S. ALIPE	CORNELIA G. LADARAN	MARIA CAROLYNE T. ECHAVARI
** 0907023 - Cabilao National High School	PETER PAUL C. CUBAY	ROSALYN S. PADILLA	REY T. RENOBLAS
** 0907027 - Calape National High School	LEAH VANESSA G. BALITE	ANA KARLA R. CUBELO	ESTRELLA P. GUADALQUIVERR
** 0907030 - Camambugan National High School	MA. DELILAH C. ATUP	THERESSE JEAN F. CURIBA	WOODROW WILSON P. GALO
** 0907035 - Campao Oriental National High School	RUEL G. AGUDO		LORILIE TORREJOS
** 0907040 - Cangawa National High School	LILIBETH L. LAROGA	JUDELYN V. CENIZA	LEA T. FERNANDEZ
** 0907044 - Catigbian National High School	MELITA L. MAGLAJOS	ELLIANE M. GAMBA	EDEN C. PEQUIÑO
Catungawan National High School	DAISY A. GRAFIL	ALEJANDRO G. QUIJANO III	AMABELLE M. CUBAROL
** 0907048 - Clarin School of Fisheries	ARLAN S. COSCOS	CHERYL D. JALA	DEXTER C. TIEMPO
Cong. Pablo Malasarte National High School	VIRGINIA V. LUSTRE	LESTER A. BULALA	TERESITA T. TAHIL
** 0907052 - Corella National High School	NICETAS D. FUDOLIN	JESSELOU I. SALANG	JAYSON D. LAZARA

SCHOOL	SCHOOL HEAD	SENIOR BOOKEEPER	DISBURSING OFFICER
** 0907055 - Dagohoy National High School	TERESITA A CAAYAMAN	ROWEL S TINAMPAY	MARCELO B MANDIN
** 0907057 - Danao National High School	MARIE MADILYN V. BAUTISTA	MARY MAE S. CEMPRON	EMMA T. DINCO
Dimiao National High School	ESTER C. MINGOC	MELISA B. SABANA	ANN CHARITY D. SALIM
Faraon National High School	ROMEO A. IDUSMA	MICHELLE S. TADLE	MICHELLE C. BAGHARI
** 0907067 - Francisco L. Adlaon High School	DANIEL A. SABIOR	JESSE D. ALIMPOLOS	MELANIE C. LAMPERA
** 0907071 - Guinacot National High School	NESTOR T. BERNADAS, PhD	MILYN O. AMONCIO	REA MAE Y. MEÑALES
Guinsularan National High School	CHRISTOPHER R. ACLAN	JESSICA B. TEMPLADO	MARIA ACE P. BETE
** 0907076 - Hanopol National High School	ESTER T. CALIAO	FE CORAZON P. MANLANGIT	LINDERLYN D. CURAYAG
** 0907079 - Hinlayagan National High School	INDIRA C. VANZUELA	TEODORA C. TUBAN	RUBY C. DEGAMO
** 0907080 - Inabanga High School, Nabuad	BÔBETTE C. CÔRTES	RENA B. PIEZAS	JUDELYN B. LAMBAN
** 0907083 - Katipunan National High School	JEFFORD S. CANAS	JOCELYN A. ANCOG	MARCHELLES S. LOGRONO
** 0907087 - La Hacienda National High School	DELIA G. RAFOLS	TEHINNAH C. BARATAS	MANILYN V. QUIETA
** 0907088 - La Union National High School	GINA B. CASTAÑARES	LEA NANCY P. YBAÑEZ	ALEXANDER A. ATAZAN
** 0907089 - Lila National High School	JONAS N. GABUTAN	MARBIE D. ADIONG	MARIA ROSE P. ARBOYES
** 0907090 - Loboc National High School	MIA MARIE J. BILIRAN	DELIA B. AGUINSATAN	MEDARDO C. SOJON
** 0907093 - Lourdes National High School	KIMBERLY S. MURING	EUGENE Y. FLORES	FELICIANO T. MINION
** 0907096 - Mahayag National High School	MARIA SALOME A. NUEZ PhD	ELENA B. BULAQUEÑA	SHERYL A. LAMAROZA
** 0907098 - Mayor A. R. Tuazon National School of Fisheries	KENNETH REGENE B. BLASCO	REGIE ANN O. SAPANTA	MICHELLE Q. PAJO
Mayor Catalino Casoyta Memorial High School	ROGELITO H. ABANGGAN	DARYL MAE G. GESORO	RENAVIC P. AMONCIO
** 0907101 - Nahawan National High School	MA. CECILIA B. VITOR	WILMA A. DICHOS	MIRIAM P. LAPIZ
Pagnitoan National High School	TERESA C. ARAIS	ROCHELLE M. VILLAPAZ	DOROTHY I. SOLIS
** 0907107 - Pangangan National High School, Main	ARTURO P. GONZAGA	MA. WENIZA H. CORCELES	ALLAN REY M. PALBAN
** 0907109 - Pilar Technical Vocational High School	VERBO O. TUYOGON	GRACE MARI S. CELIS	ALEA KASSANDRA O. MONTERO
Policronio S. Dano Sr. High School	RONILO H. PALINGCOD	CHRISTINE GRACE C. SUANO	MAIDA M. PALMA
** 0907113 - Pres. Carlos P. Garcia TVSFA - BIEN UNIDO	PANTALEON R. GULLE, JR.	SHERALL BLESS P. AVENIDO	RAMIL G. ROSALES
Pres. Carlos P. Garcia Memorial High School - Talibon	FLOREZA S. BACARRO	CHEL ANN MAE A. CURAY	LESLIE P. TUMALON
** 0907116 - San Agustin National High School	NILO C. LANOY	RHYS RYAN D. SANIEL	MARY GRACE L. BOLIGAO

SCHOOL	SCHOOL HEAD	SENIOR BOOKKEEPER	DISBURSING OFFICER
** 0907120 - San Isidro National High School, San Isidro	OLIMPIO P. LIMOCON, JR.	VINCENT LOUIE B. PONTE	MARIE ALYSSA B. YBANEZ
** 0907121 - San Isidro Technical Vocational High School	PUREZA V. GALAGAR	RUELA P. ALIÑAB	MARICEL B. DAIGAN
** 0907123 - San Jose National High School, Inabanga	ATTY. RAMIL A. ESCASO	STELLA M. VIGUNTE	CYRENE MAE T. PUERIN
** 0907124 - San Jose National High School, Talibon	EDWIN ISIDOR S. CORBITA	MALAYNIE G. POLO	JULIE KRISTINE B. FLORES
** 0907125 - San Miguel Technical Vocational High School	RONNEL S. SAYSON	ZENAIDA B. BONIOR	RHIO S. ARANAYDO
** 0907127 - San Pascual National Agricultural High School	MARIETA B. CEMPRON	ESTRELLA C. AVENIDO	NESSA L. OCULARES
** 0907129 - San Roque National High School, Albuquerque, Bohol	MA. GINA G. HORNIDO	JASMAINE A. ANDAL	RONALD T. CANADA
** 0907130 - San Roque National High School, Mabini, Bohol	NOEL A. CASIMSIMAN	EVELYN B. OLAIVAR	ROSEBEL I. GUILLERMO
** 0907133 - Sevilla National High School	Florina A. Digal	Gerly B. Butlig	Andrew R. Manatad
** 0907134 - Sierra Bullones Technical Vocational High School	Martin C. Ramis	Jucel P. Salces	Ed Marcellin B. Mendez
** 0907135 - Sikatuna National High School	Leonor T. Apale	Alda S. Tuba	Ma. Theresa E. Castulo
** 0907137 - Southern Inabanga High School	FELICIANA N. NIÑO	JUDELYN P. JIMENEZ	ATANACIO SUAREZ
** 0907139 - Tabalong National High School	FLORA T. VIRTUDAZO	Mary June Karen G. Gelomio	
** 0907140 - Tabuan National High School	Florenda L. Racaza	Lorraine A. Tado	Lea May M. Cagampang
** 0907141 - Tagum Sur National High School	Michael G. Hormachuelos	Leizl Anne T. Cajés	Chirelou T. Infiesto
** 0907147 - Tubigon West National High School	ZENAIDA Y. MASCARIÑAS	JOHN KENNETH A. TEMPLADO	IRENE T. CORLET
** 0907150 - Tulang National High School (Getafe High School)	REX S. CUIZON		MARY IVY R. CALUMBA
Ubay National Science High School	ROSALINDA G. BUTCON	TERESITA B. CALONIA	
** 0907152 - Union National High School	JUNVIC B. HANDUGAN	CHELLA MAE D. GARAN	LEAH M. TESIO
** 0907153 - Valencia Technical Vocational High School	MARYCHEL C. LAGUITAO	LIEZEL B. SALVACION	EVANGELINE P. BONJE
Zosimo A. Gulte Memorial National High School	BARBARA A. COMENDADOR	ROSEMARIE C. EVARDO	ELIZABETH J. AVENIDO