



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, City of Malaybalay



Telefax # 088-314-0094, E-mail add: dpdmlyblycity@yahoo.com

November 27, 2017

DIVISION MEMORANDUM

NO. 643, s. 2017

TO: Chief Education Supervisor, Curriculum Implementation Division
 Chief Education Supervisor, Schools Governance and Operations Division
 Elementary and Secondary School Financial Staff
 All Others Concerned
 This Division

2017-11-513
 DepED - MALAYBALAY CITY DIVISION
RELEASED
 DATE: NOV 29 2017 TIME: 2:47
 BY: TEND

FROM: *Lupman*
EDILBERTO L. OPLENARIA, CESO VI
 OIC - Schools Division Superintendent

Re: **Seminar-Workshop on Bank Reconciliation and School MOOE Records Reconciliation**

1. Pursuant to the program "Pera ng Bayan, Bantayan", an initiative of the Division of Malaybalay City designed to ensure proper utilization of School MOOE and to improve the tracking of agency's efficiency in financial operation, you are hereby directed to attend the Seminar on Bank Reconciliation and School MOOE Records Reconciliation on December 1, 2017 at Loizas Pavillon, Casisang, Malaybalay City. Training proper shall start at exactly 8:00am, so please come on time.
2. At the end of the seminar, participants are expected to:
 - a. Understand the basic terms and concepts used in Bank Reconciliation
 - b. Differentiate between bank reconciling items and book reconciling items
 - c. Appreciate the importance of Bank Reconciliation in implementing an effective internal control system
 - d. Reconcile all checking accounts maintained by the school.
3. All participants are required to bring One (1) Laptop each.
4. Meals and snacks shall be charged against the Human Resource Training and Development Fund of the Division Office while transportation expenses shall be charged against School/Local Funds.
5. Immediate dissemination of this memorandum is required.

Enclosure : Official List of Participants, Guests, Speakers and Facilitators
 Travel Order

Copy furnished :
 Records Section
 Accounting Section

To be posted on Division Website

Enclosure No. 1 - Official List of Participants, Guests, Speakers and Facilitators

NO.	FULL NAME	SCHOOL/STATION	POSITION
Participants			
1	Ailyn P. Talaman	Division Office - Accounting Section	Administrative Aide
2	Alve Anne Christy B. Bendijo	Can-ayan Integrated School	Administrative Assistant II
3	Anabelle B. Miquiabas	Division Office - Budget Section	Administrative Assistant I
4	Barbette Fame R. Diabordo	Kalasungay National High School	Administrative Assistant II
5	Cheryl Jane C. Penalosa	Division Office - Cashier	Administrative Aide VI
6	Clementina O. Madronero	Division Office - Accounting Section	Administrative Assistant III
7	Dayanara O. Adajar	San Martin NHS	Administrative Assistant II
8	Don A. Deximo	Division Office - Accounting Section	Administrative Assistant II
9	Ednelyn E. Tagailo	Silae NHS	Administrative Assistant III
10	Eduard Clem O. Madronero	BNHS-Annex Imbayao	Administrative Assistant III
11	Feonna J. Casinabe	Silae NHS	Administrative Assistant II
12	Irish D. Clarete	Casisang National High School	Administrative Assistant II
13	Ivan Ray B. Pojas	Managok NHS	Administrative Assistant II
14	Janice M. Bautista	Division Office - Accounting Section	Administrative Assistant II
15	Jeniffer B. Romanillos	Casisang SHS	Administrative Assistant II
16	Jeralyn G. Balansag	Bangcud National HS	Administrative Assistant II
17	Joseph L. Garcia	Division Office - Accounting Section	Administrative Assistant III
18	Karole Lenin T. Tirol	Managok NHS	Administrative Assistant II
19	Katleen Kristy M. Baul	Malaybalay City NHS	Administrative Assistant II
20	Laureen Marie L. Limena-Ricarte	Malaybalay City Science HS	Administrative Assistant II
21	Manilyn P. Reyes	St. Peter NHS	Administrative Assistant II
22	Mariel Charisse O. Beltran	Division Office - Accounting Section	COS Personnel
23	Nelly L. Salga	Division Office - Accounting Section	Administrative Assistant III
24	Nelvin H. Armecin	Managok NHS - Miglamin Annex	Administrative Assistant II
25	Ness Viola M. Borres	Managok NHS - Lalawan Annex	Administrative Assistant II
26	Novilyn G. Palma	Managok NHS	Administrative Assistant III
27	Robert John M. Solito	Busdi IS	Administrative Assistant II
28	Ronadette M. Lumasag	BNHS-Annex Dalwangan	Administrative Assistant III
29	Xian April Jude P. Alas	Casisang SHS	Administrative Assistant II
30	Ma. Theresa C. Amacanin	Division Office	Administrative Aide VI
31	Anavella V. Rivera	Division Office	Administrative Aide
32	Welrose A. Delos Reyes	Division Office	Administrative Aide VI
Guests, Speakers and Facilitators			
33	Edilberto L. Oplenaria, CESO VI	Division Office - OSDS	Schools Division Superintendent
34	Rhysa Cyle C. Rosalejos	Division Office - Accounting Section	Accountant III
35	Jutchel L. Nayra, DPA	Division Office - Administrative Section	Administrative Officer V
36	Sibyl L. Maputi	Division Office - Budget Section	Administrative Officer V
37	Dhairyl Jean C. Fajardo	Bukidnon NHS	Administrative Assistant II

Enclosure No. 1 - Official List of Participants, Guests, Speakers and Facilitators

NO.	FULL NAME	SCHOOL/STATION	POSITION
38	Rufelia J. Limbengco	Division Office - Cashier	Administrative Officer IV
39	Edgar Blasé	Division Office	Administrative Aide IV
40	Lorenzo O. Capacio	Division Office - SGOD	Chief Supervisor
41	Ralph T. Quirog	Division Office - CID	Chief Supervisor
42	Roxanne L. Narido	Division Office - Accounting Section	Trainee
43	Rodlyster O. Katipunan	Division Office - Accounting Section	Trainee
44	Rico M. Asentista	Division Office - Accounting Section	Trainee
45	Joseph P. Wapille	Division Office - Accounting Section	Trainee
46	Rey A. Congcong	Division Office - Accounting Section	Trainee
47	Reymond A. Cagas	Division Office - Accounting Section	Trainee



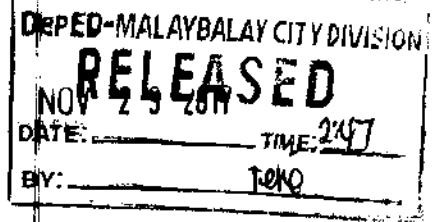
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway, Casisang, City of Malaybalay
Telefax # 088-314-0094, E-mail add: dpdmiyblycity@yahoo.com
Website: www.depedmalaybalay.net



TRAVEL ORDER

No. 968 Series of 2017



Enclosure No. 2 - Travel Order

NO.	FULL NAME	SCHOOL/STATION	POSITION
Participants			
1	Ailyn P. Talaman	Division Office - Accounting Section	Administrative Aide
2	Alve Anne Christy B. Bendijo	Can-ayan Integrated School	Administrative Assistant II
3	Anabelle B. Miquiabas	Division Office - Budget Section	Administrative Assistant I
4	Barbette Fame R. Diabordo	Kalasungay National High School	Administrative Assistant II
5	Cheryl Jane C. Penalosa	Division Office - Cashier	Administrative Aide VI
6	Clementina O. Madronero	Division Office - Accounting Section	Administrative Assistant III
7	Dayanara O. Adajar	San Martin NHS	Administrative Assistant II
8	Don A. Deximo	Division Office - Accounting Section	Administrative Assistant II
9	Ednaly E. Tagailo	Silae NHS	Administrative Assistant III
10	Eduard Clem O. Madronero	BNHS-Annex Imbayao	Administrative Assistant III
11	Feonna J. Casinabe	Silae NHS	Administrative Assistant II
12	Irish D. Clarete	Casisang National High School	Administrative Assistant II
13	Ivan Ray B. Pojas	Managok NHS	Administrative Assistant II
14	Janice M. Bautista	Division Office - Accounting Section	Administrative Assistant II
15	Jeniffer B. Romanillos	Casisang SHS	Administrative Assistant II
16	Jeralyn G. Balansag	Bangcud National HS	Administrative Assistant II
17	Joseph L. Garcia	Division Office - Accounting Section	Administrative Assistant III
18	Karole Lenin T. Tirol	Managok NHS	Administrative Assistant II
19	Katleen Kristy M. Baul	Malaybalay City NHS	Administrative Assistant II
20	Laureen Marie L. Limena-Ricarte	Malaybalay City Science HS	Administrative Assistant II
21	Manilyn P. Reyes	St. Peter NHS	Administrative Assistant II
22	Marisel Charisse O. Beltran	Division Office - Accounting Section	COS Personnel
23	Nelly L. Salga	Division Office - Accounting Section	Administrative Assistant III
24	Nelvin H. Armeccin	Managok NHS - Miglamin Annex	Administrative Assistant II
25	Ness Viola M. Borres	Managok NHS - Lalawan Annex	Administrative Assistant II
26	Novilyn G. Palma	Managok NHS	Administrative Assistant III
27	Robert John M. Solito	Busdi IS	Administrative Assistant II
28	Ronadette M. Lumasag	BNHS-Annex Dalwangan	Administrative Assistant III
29	Xian April Jude P. Alas	Casisang SHS	Administrative Assistant II

Guests, Speakers and Facilitators			
30	Edilberto L. Oplenaria, CESO VI	Division Office - OSDS	Schools Division Superintendent
31	Rhysa Cyle C. Rosalejos	Division Office - Accounting Section	Accountant III
36	Jutchel L. Nayra, DPA	Division Office - Administrative Section	Administrative Officer V
32	Sibyl L. Maputi	Division Office - Budget Section	Administrative Officer V
33	Dhairyl Jean C. Fajardo	Bukidnon NHS	Administrative Assistant II
34	Rufelia J. Limbengco	Division Office - Cashier	Administrative Officer IV
35	Edgar Blasé	Division Office	Administrative Aide IV
37	Lorenzo O. Capacio	Division Office - SGOD	Chief Supervisor
38	Ralph T. Quirog	Division Office - CID	Chief Supervisor
39	Roxanne L. Narido	Division Office - Accounting Section	Trainee
40	Rodlyster O. Katipunan	Division Office - Accounting Section	Trainee
41	Rico M. Asentista	Division Office - Accounting Section	Trainee
42	Joseph P. Wapille	Division Office - Accounting Section	Trainee
43	Rey A. Congcong	Division Office - Accounting Section	Trainee
44	Reymond A. Cagas	Division Office - Accounting Section	Trainee
45	Ma. Theresa C. Amacanin	Division Office	Administrative Aide VI
46	Anavella V. Rivera	Division Office	Administrative Aide
47	Welrose A. Delos Reyes	Division Office	Administrative Aide VI

Station : DepEd - Division of Malaybalay City

Destination: Loizas Pavillon, Casisang, Malaybalay City

Departure : December 1, 2017

Return : December 1, 2017

Purpose : Seminar-Workshop on Bank Reconciliation and School MOOE Records Reconciliation

Remarks : Travel is official.

Approved:


EDILBERTO L. OPLENARIA, CESO VI
 OIC - Schools Division Superintendent