



**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

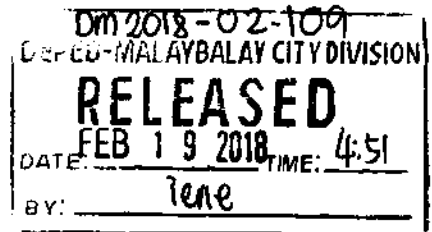
February 19, 2018

DIVISION MEMORANDUM

NO. 109, s. 2018

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

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



Re: “Pera Ng Bayan, Bantayan”: Three Day Short Course On Basic Accounting for Administrative Assistants

1. Pursuant to the program “Pera ng Bayan, Bantayan”, an initiative of the Division of Malaybalay City designed to ensure a well-managed financial system and to improve the tracking of agency’s efficiency in financial operation, you are hereby directed to attend the Three Day Short Course On Basic Accounting on February 21-23, 2018 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 shall be able to:
 - a. Understand the basic accounting concepts, procedures and processes in a simple and practical way;
 - b. Learn actual applications of said concepts, procedures and processes through a series of workshops and;
 - c. Appreciate the importance of the financial accounting reports and information for a better decision making.
3. 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.
4. Immediate dissemination of this memorandum is required.

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

Copy furnished :
Records Section
Accounting Section
Personnel 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	Gerardo C. Pasia, Jr.	Bangcud National HS	Administrative Assistant III
2	Eduard Clem O. Madronero	BNHS-Annex Imbayao	Administrative Assistant III
3	Anna Angela C. Saplot	BNHS-SHS	Administrative Assistant II
4	Dhairyf Jean C. Fajardo	Bukidnon NHS	Administrative Assistant II
5	Lorna Bethel Rae M. Lapeciros	Bukidnon NHS	Administrative Officer II
6	Robert John M. Solito	Busdi IS	Administrative Assistant II
7	Alve Anne Christy B. Bendijo	Can-ayan Integrated School	Administrative Assistant II
8	Irish D. Clarete	Casisang National High School	Administrative Assistant II
9	Jeniffer B. Romanillos	Casisang SrHS	Administrative Assistant II
10	Xian April Jude P. Alas	Casisang SHS	Administrative Assistant II
11	Shiela Joy B. Tubeo	Casisang SHS	Administrative Assistant II
12	Cherry Faye T. Peligrino	Division Office - Accounting Section	Administrative Assistant II
13	Clementina O. Madronero	Division Office - Accounting Section	Administrative Assistant III
14	Joseph L. Garcia	Division Office - Accounting Section	Administrative Assistant III
15	Nelly L. Salga	Division Office - Accounting Section	Administrative Assistant III
16	Anabelle B. Miquiabas	Elementary	Administrative Assistant III
17	Cheryl Jane C. Penalosa	Elementary	Administrative Assistant III
18	Irene U. Dela Calsada	Elementary	Administrative Assistant II
19	Don A. Deximo	Elementary	Administrative Assistant III
20	Gindy O. Lambiguit	Elementary	Administrative Assistant III
21	Janice M. Bautista	Elementary	Administrative Assistant III
22	Jeralyn G. Balansag	Can-ayan Integrated School	Administrative Assistant III
23	Joe Randy H. Israel	Elementary	Administrative Assistant III
24	Manilyn P. Reyes	Elementary	Administrative Assistant III
25	Neil Mar B. Cruzado	Malaybalay City National Science High School	Administrative Assistant III
26	Ronadette M. Lumasag	Elementary	Administrative Assistant III
27	Welrose A. Delos Reyes	Elementary	Administrative Assistant II
28	Barbette Fame R. Diabordo	Kalasungay National High School	Administrative Assistant II
29	Katleen Kristy M. Baul	Malaybalay City NHS	Administrative Assistant II
30	Laureen Marie L. Limena-Ricarte	Malaybalay City National Science HS	Administrative Assistant II
31	Ivan Ray B. Pojas	Managok NHS	Administrative Assistant II
32	Karole Lenin T. Tirol	Managok NHS	Administrative Assistant II
33	Novilyn G. Palma	Managok NHS	Administrative Assistant III
34	Ness Viola M. Borres	Managok NHS - Lalawan Annex	Administrative Assistant II
35	Nelvin H. Armechin	Managok NHS - Miglamin Annex	Administrative Assistant II
36	Dayanara O. Adajar	San Martin NHS	Administrative Assistant II
37	Ednalyn E. Tagailo	Silae NHS	Administrative Assistant III
38	Feonna J. Casinabe	Silae NHS	Administrative Assistant II

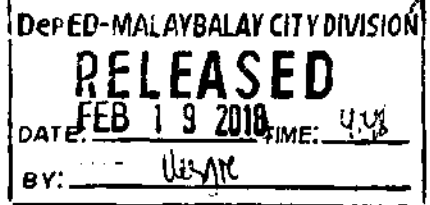
Enclosure No. 1 - Official List of Participants, Guests, Speakers and Facilltators

NO.	FULL NAME	SCHOOL/STATION	POSITION
<i>Guests, Speakers and Facilltators</i>			
39	Edilberto L. Oplenaria, CESO VI	Division Office - OSDS	Schools Division Superintendent
40	Rhysa Cyle C. Rosalejos	Division Office - Accounting Section	Accountant III
41	Jutchel L. Nayra, DPA	Division Office - Administrative Section	Administrative Officer V
42	Sibyl L. Maputi	Division Office - Budget Section	Administrative Officer V
43	Edgar Blasé	Division Office	Administrative Aide IV
44	Lorenzo O. Capacio	Division Office - SGOD	Chief Supervisor
45	Ralph T. Quirog	Division Office - CID	Chief Supervisor



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DIVISION OF MALAYBALAY CITY

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



TRAVEL ORDER
No. 189 Series of 2018

Enclosure No. 2 - Travel Order

NO.	FULL NAME	SCHOOL/STATION	POSITION
Participants			
1	Gerardo C. Pasia, Jr.	Bangcud National HS	Administrative Assistant III
2	Eduard Clem O. Madronero	BNHS-Annex imbayao	Administrative Assistant III
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4	Dhairyl Jean C. Fajardo	Bukidnon NHS	Administrative Assistant II
5	Lorna Bethel Rae M. Lapeciros	Bukidnon NHS	Administrative Officer II
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45	Ralph T. Quirog	Division Office - CID	Chief Supervisor

Station : DepEd - Division of Malaybalay City

Destination: Loizas Pavillon, Casisang, Malaybalay City


Departure : February 21, 2018

Return : February 23, 2018

Purpose : Three Day Short Course on Basic Accounting for Administrative Assistants

Remarks : Travel is official.

Approved:


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