



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

July 30, 2018

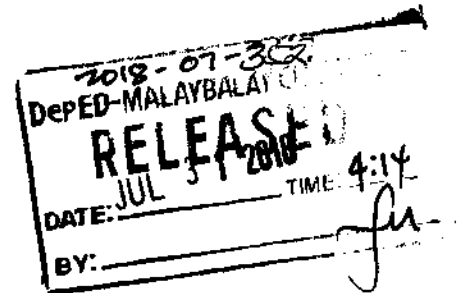
DIVISION MEMORANDUM

NO. 352, s. 2018

TO: Elementary and Secondary School Financial Staff
All Others Concerned
This Division

FROM: **REBON FAMIL R. BAGUIO**
Schools Division Superintendent

Re: "Pera ng Bayan, Bantayan": Training on Advanced Excel Application and Bank Reconciliation for Administrative Assistants



1. The Division designed a training on Advanced Excel Application and Bank Reconciliation for Administrative Assistants through the implementation of the Division initiated program "Pera ng Bayan, Bantayan" to increase the effectiveness of the reports and presentations, you are hereby directed to attend the training on August 1-3, 2018 at Loiza's 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 use of Microsoft Excel Application
 - b. Prepare active spreadsheets, and
 - c. Prepare Monthly Reconciliation Statement (MRS) for the month of June 2018.
3. Each participant should bring the following:
 - a. Laptop
 - b. Bank Reconciliation (January- May 2018), and
 - c. Updated CkADA Record.
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

Copy furnished : Records Section
Accounting Section
Personnel Section

To be posted on Division Website

| Official List of Participants | | | |
|--------------------------------------|-----------------------------|--|------------------------------|
| NO. | FULL NAME | SCHOOL/STATION | POSITION |
| <i>Participants</i> | | | |
| 1 | Ailyn P. Talaman | Division Office | Administrative Aide |
| 2 | Airiel E. Gulle | Bangcud Central School | Disbursing Officer |
| 3 | Alve Anne Cristy B. Bendijo | Can-ayan Integrated School-SHS | Disbursing Officer |
| 4 | Alvin D. Labata | Division Office | COS Personnel |
| 5 | Anabelle B. Miquiabas | Malaybalay City Central School | Senior Bookkeeper |
| 6 | Anna Angela C. Saplot | Bukidnon National High School | Administrative Assistant II |
| 7 | Barbette Fame R. Diabordo | Kalasungay National High School-SHS | Disbursing Officer |
| 8 | Bless Joyce T. Talaroc | Busdi Integrated School | Disbursing Officer |
| 9 | Bob Fortune C. Maskariño | Silae National High School | Disbursing Officer |
| 10 | Calvin B. Cruz | Casisang Central School | Disbursing Officer |
| 11 | Celemintina O. Madronero | Division Office | Senior Bookkeeper |
| 12 | Cherry Faye T. Peligrino | Division Office | Administrative Assistant II |
| 13 | Cheryl Jane C. Peñalosa | Airport Village Elementary School | Senior Bookkeeper |
| 14 | Coleen A. Rabanes | Dalwangan Elementary School | Senior Bookkeeper |
| 15 | Corazon C. Pasulojan | Sumpong Central School | Disbursing Officer |
| 16 | Dayanara O. Adajar | San Martin Agro-Industrial High School-SHS | Disbursing Officer |
| 17 | Dhairyf Jean C. Fajardo | Bukidnon National High School | Administrative Assistant III |
| 18 | Don A. Deximo | Bangcud National High School | Disbursing Officer |
| 19 | Don Deximo | Kalasungay Central School | Senior Bookkeeper |
| 20 | Ednalyn E. Tagailo | Silae National High School | Senior Bookkeeper |
| 21 | Eduard Clem O. Madronero | Bukidnon NHS - Annex Imbayao-SHS | Disbursing Officer |
| 22 | Estrella E. Cartin | BNHS-SHS | Administrative Assistant II |
| 23 | Feonna J. Casinabe | Silae National High School-SHS | Disbursing Officer |
| 24 | Geneth L. Mutia | Airport Village Elementary School | Disbursing Officer |
| 25 | Gerardo C. Pasia, Jr. | Bangcud National High School | Senior Bookkeeper |
| 26 | Gindy O. Lambiguit | Casisang Central School | Senior Bookkeeper |
| 27 | Gladys Alonzo | Malaybalay City National High School | Disbursing Officer |
| 28 | Irene Joy G. Dayo | San Martin National High School | Disbursing Officer |
| 29 | Irene U. Dela Calsada | Managok Central School | Disbursing Officer |
| 30 | Irish D. Clarete | Casisang National High School-SHS | Disbursing Officer |
| 31 | Ivan Ray B. Pojas | Managok National High School-SHS | Disbursing Officer |
| 32 | Janice M. Bautista | Division Office | Senior Bookkeeper |
| 33 | Jayson E. Butal | Malaybalay City National Science High School | Disbursing Officer |
| 34 | Jeanne Crisel Joy C. Gamalo | Linabo Central School | Disbursing Officer |
| 35 | Jennifer B. Romanillos | Casisang Senior High School-SHS | Disbursing Officer |
| 36 | Jeralyn G. Balansag | Can-ayan Integrated School | Senior Bookkeeper |
| 37 | Joe Randy H. Israel | Bangcud Central School | Senior Bookkeeper |
| 38 | Juvy Ann V. Neri | Kalasungay Central School | Disbursing Officer |

| Official List of Participants | | | |
|--------------------------------------|------------------------------|--|---------------------------|
| NO. | FULL NAME | SCHOOL/STATION | POSITION |
| 39 | Karole Lenin B. Tirol | Managok National High School | Disbursing Officer |
| 40 | Kathleen Kristy M. Baul | Malaybalay City National High School-SHS | Disbursing Officer |
| 41 | Khristie Myr A. Pepito | Can-ayan Integrated School | Disbursing Officer |
| 42 | Lance M. Jamago | Aglayan Elementary School | Disbursing Officer |
| 43 | Laureen Marie L. Ricarte | Malaybalay City National Science High School-SHS | Disbursing Officer |
| 44 | Lee A. Ejem | Malaybalay City Central School | Disbursing Officer |
| 45 | Lorna Bethel Rae M.Lapeciros | Bukidnon National High School | Administrative Officer II |
| 46 | Manilyn P. Reyes | Sumpong Central School | Senior Bookkeeper |
| 47 | Neil Mar B. Cruzado | Malaybalay City National Science High School | Senior Bookkeeper |
| 48 | Nelly L. Salga | Division Office | Senior Bookkeeper |
| 49 | Nelvin H. Armecin | Managok NHS - Miglamin Annex-SHS | Disbursing Officer |
| 50 | Ness Viola M. Borres | Managok NHS - Lalawan Annex-SHS | Disbursing Officer |
| 51 | Novilyn G. Palma | Managok National High School | Senior Bookkeeper |
| 52 | Rhysa Cyle C. Rosalejos | Division Office | Accountant III |
| 53 | Robert John M. Solito | Busdi Integrated School-SHS | Disbursing Officer |
| 54 | Ronadette M. Lumasag | Aglayan Elementary School | Senior Bookkeeper |
| 55 | Roxel M. Gimarangan | Division Office | Senior Bookkeeper |
| 56 | Sibyl L. Maputi | Division Office | Administrative Officer V |
| 57 | Welrose A. Delos Reyes | Dalwangan Elementary School | Disbursing Officer |
| 58 | Xian April Jude Alas | Casisang Senior High School-SHS | Disbursing Officer |
| 59 | Yeyeth B. Cabalquinto | Bukidnon National High School | Administrative Aide IV |