



Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

June 6, 2019

**DIVISION MEMORANDUM**

No. 182, s. 2019

DM-2019-06-182  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
JUNE 07 2019 TIME: 4:25  
BY:

TO: Elementary and Secondary School Heads  
Elementary and Secondary School Financial Staff  
Accounting and Budget Services, Division Office  
All Others Concerned

This Division

FROM: **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent  
*Rebonfamil R. Baguio*

Re: **FINANCE PERSONNEL QUARTERLY MEETING**

1. The Division Office through the Accounting and Budget Services shall hold a meeting on Friday, June 14, 2019 at Bukidnon Breeze, Sumpong Malaybalay City at exactly 8 o'clock in the morning among finance personnel in schools and Division Office.
2. Objectives of the meeting are the following:
  - i. Provide participants with important updates on relevant issues in finance, budget and accounting matter;
  - ii. Address various issues, concerns, and challenges in the field of finance;
  - iii. Share innovative practices by different schools; and
  - iv. Foster strong and improved collaborations within the Finance team.
3. Meals, snacks, transportation and other related expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
4. Queries relative to this can be relayed to *Rhysa Cyle C. Rosalejos*, Accountant III at 09173095801.

Enclosure : Travel Order  
: Program

Copy furnished : Records Section  
: Accounting Section  
: Personnel Section

TO BE POSTED ON WEBSITE



**DEPARTMENT OF EDUCATION**  
**Region X – Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**  
 Sayre Highway, Casisang, City of Malaybalay  
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 Website: www.depedmalaybalay.net



**TRAVEL ORDER**  
 No. \_\_\_\_\_ Series of 2019

**Enclosure No. 1 - Travel Order**

NO.	FULL NAME	SCHOOL/STATION	POSITION
1	Dayanara O. Adajar	San Martin Agro-Industrial High School-SHS	Administrative Assistant II
2	Gladys S. Alonzo	San Jose Elementary School	Administrative Assistant II
3	Phoebe Mae P. Barsobia	Bukidnon NHS - Dalwangan Annex-SHS	Administrative Assistant II
4	Kathleen Khristy M. Baul	Malaybalay City National High School-SHS	Administrative Assistant II
5	Alve Anne Cristy B. Bendijo	Can-ayan Integrated School-SHS	Administrative Assistant II
6	Ness Viola M. Borres	Managok NHS - Lalawan Annex-SHS	Administrative Assistant II
7	Feonna C. Cajos	Bangcud National High School-SHS	Administrative Assistant II
8	Irish D. Clarete	Casisang National High School-SHS	Administrative Assistant II
9	Juvy Ann N. Coquilla	Kalasungay Central School	Administrative Assistant II
10	Irene Joy G. Dayo	San Martin National High School	Administrative Assistant II
11	Irene Dela U. Calsada	Managok Central School	Administrative Assistant II
12	Welrose A. Delos Reyes	Dalwangan Elementary School	Administrative Assistant II
13	Barbette Fame R. Diabordo	Kalasungay National High School-SHS	Administrative Assistant II
14	Evelyn Joy V. Don	Silae National High School-SHS	Administrative Assistant II
15	Jeanne Crisel Joy C. Gamalo	Linabo Central School	Administrative Assistant II
16	Normelyn C. Lumile	Bangcud National High School	Administrative Assistant II
17	Geneth L. Mutia	Airport Village Elementary School	Administrative Assistant II
18	Corazon C. Pasulojan	Sumpong Central School	Administrative Assistant II
19	Khristie Myr A. Pepito	Can-ayan Integrated School	Administrative Assistant II
20	Laureen Marie Limena-Ricarte	Malaybalay City National Science HS-SHS	Administrative Assistant II
21	Jennifer B. Romanillos	Casisang Senior High School Stand Alone	Administrative Assistant II
22	Bless Joyce T. Talaroc	Busdi Integrated School	Administrative Assistant II
23	Evangeline Bahian	Linabo Central School	Administrative Assistant III
24	Maria Liza Bahian	Managok Central School	Administrative Assistant III
25	Jeralyn G. Balansag	Can-ayan Integrated School - Elem	Administrative Assistant III
26	Gindy O. Lambiguit	Casisang Central School	Administrative Assistant III
27	Lourenil M. Lim	San Martin National High School	Administrative Assistant III
28	Ronadette M. Lumasag	Aglayan Elementary School	Administrative Assistant III
29	Anabelle B. Miquiabas	Malaybalay City Central School	Administrative Assistant III
30	Novilyn G. Palma	Managok National High School	Administrative Assistant III
31	Cheryl Jane C. Peñalosa	Airport Village Elementary School	Administrative Assistant III
32	Salvie Anna A. Jennelyn Quijano	Busdi Integrated School (Elementary)	Administrative Assistant III
33	Coleen A. Rabanes	Dalwangan Elementary School	Administrative Assistant III
34	Manilyn P. Reyes	Sumpong Central School	Administrative Assistant III
35	Ednalyn E. Tagailo	Silae National High School	Administrative Assistant III

36	Janice M. Bautista	Division Office	Senior Bookkeeper
37	Shella Novie Canson	Division Office	Administrative Assistant I
38	Roxel M. Gimarangan	Division Office	Senior Bookkeeper
39	Clementina O. Madronero	Division Office	Senior Bookkeeper
40	Cherry Faye T. Peligrino	Division Office	Administrative Assistant II
41	Nelly L. Salga	Division Office	Senior Bookkeeper
42	Yeyeth B. Cabalquinto	Bukidnon National High School	Administrative Aide IV
43	Estrella E. Cartin	Bukidnon National High School	Administrative Assistant II
44	Dhairyl Jean C. Fajardo	Bukidnon National High School	Administrative Assistant III
45	Lorna Bethel Rae M. Lapeciros	Bukidnon National High School	Administrative Officer II
46	Anna Angela C. Saplot	Bukidnon National High School	Administrative Assistant II
47	Sibyl L. Maputi	Division Office	Administrative Officer V
48	Rhysa Cyle C. Rosalejos, CPA	Division Office	Accountant III
49	Xian April Jude Alas	Casisang Senior High School-SHS	Administrative Assistant II
50	Amado B. Apostol, Jr.	St. Peter National High School -SHS	Administrative Assistant II
51	Nelvin H. Armechin	Managok NHS - Miglamin Annex-SHS	Administrative Assistant II
52	Jayson E. Butal	Malaybalay City National Science High School	Administrative Assistant II
53	Calvin B. Cruz	Casisang Central School	Administrative Assistant II
54	Lee A. Ejem	Malaybalay City Central School	Administrative Assistant II
55	Ariel E. Gulle	Bangcud Central School	Administrative Assistant II
56	Lance M. Jamago	Aglayan Elementary School	Administrative Assistant II
57	Bob Fortune C. Maskariño	Silae National High School	Administrative Assistant II
58	Ivan Ray B. Pojas	Managok National High School-SHS	Administrative Assistant II
59	Robert John M. Solito	Busdi Integrated School-SHS	Administrative Assistant II
60	Karole Lenin B. Tirol	Managok National High School	Administrative Assistant II
61	Neil Mar B. Cruzado	Malaybalay City National Science High School	Administrative Assistant III
62	Don A. Deximo	Kalasungay Central School	Administrative Assistant III
63	Ariel L. Garcia	San Jose Elementary School	Administrative Assistant III
64	Joe Randy H. Israel	Bangcud Central School	Administrative Assistant III
65	Gerardo C. Pasia Jr.	Bangcud National High School	Administrative Assistant III
66	Joseph L. Garcia	Division Office	Administrative Assistant III
67	Alvin John D. Labata	Division Office	COS
68	Junnie Von B. Tandayag	Division Office	Administrative Assistant II
69	Pamela L. Astudillo	Division Office	Administrative Assistant III
70	Mayela Lou O. Adajar	Division Office	Administrative Assistant III
71	Sheila Joy Tubeo	Casisang Senior High School-SHS	Administrative Officer II
72	Guia Ma. G. Villahermosa	Division Office	Administrative Officer IV

Station : DepEd - Division of Malaybalay City  
Destination: Bukidnon Breeze, Sumpung Malaybalay City  
Departure : June 14, 2019  
Return : June 14, 2019  
Purpose : Finance Personnel Monthly Meeting  
Remarks : Travel is official.

Approved:

**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

*Re June 14*

# PROGRAMME

08:00- 08:15	Registration	09:31- 10:00	MC Finance Issues and Concerns <b>Don A. Deximo</b> Administrative Assistant III MC Finance President
08:16- 08:30	Preliminaries <ul style="list-style-type: none"><li>• National Anthem</li><li>• Invocation</li></ul>	10:01- 10:30	Human Resource Updates <b>Guia Ma Gamutin-Villahermosa</b> Human Resource Unit – Head
08:31- 08:45	Welcome Remarks <b>Ivan Ray B. Pojas</b> Administrative Assistant II	10:31- 11:00	Dress Code <b>Purissima J. Yap</b> Education Program Supervisor
08:46- 09:00	Roll Call of Participants <b>Lance M. Jamago</b> Administrative Assistant II MC Finance PIO	11:01- 11:30	MESSAGE <b>Rebonfamil R. Baguio</b> Schools Division Superintendent
09:01- 09:15	Reading of Minutes from the Previous Meeting <b>Irish D. Clarete</b> Administrative Assistant II MC Finance Secretary	11:31- 01:00	LUNCH
09:16- 09:30	Presentation of Financial Report <b>Cheryl Jane C. Peñalosa</b> Administrative Assistant III MC Finance Treasurer	01:01- 03:00	Accounting Services Updates and Announcement <b>Rhysa Cyle C. Rosalejos, CPA</b> Accountant III
		03:01- 03:45	OPEN FORUM
		03:46- 04:00	CLOSING REMARKS <b>Karole Lenin Tirol</b> Administrative Assistant II

Master of Ceremonies:  
**Joseph L. Garcia & Dayanara O. Adajar**