



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

DM- NM-07-328
DEPED MALAYBALAY CITY DIVISION
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DATE: 23 2019 TIME: 11:30
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DIVISION MEMORANDUM

No. 328, s. 2019

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

From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent
23 Sept R

Re: Finance Personnel Monthly Meeting

1. The Division Office through the Accounting and Budget Services shall hold a meeting on Friday, September 27, 2019 at Bukidnon Breeze Seafood Restaurant and Events Venue at exactly 8:00 o'clock in the morning.
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, 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 Nelly L. Salga, Administrative Assistant III at 09959204777.

Enclosure : Official List of Participants

Copy furnished : Records Section
Accounting Section
Personnel Section

TO BE POSTED ON WEBSITE



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

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. Cajés	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	Laureen Marie Limena-Ricarte	Malaybalay City National Science HS-SHS	Administrative Assistant II
20	Jennifer B. Romanillos	Casisang Senior High School Stand Alone	Administrative Assistant II
21	Bless Joyce T. Talaroc	Busdi Integrated School	Administrative Assistant II
22	Evangeline Bahian	Linabo Central School	Administrative Assistant III
23	Maria Liza Bahian	Managok Central School	Administrative Assistant III
24	Jeralyn G. Balansag	Can-ayan Integrated School - Elem	Administrative Assistant III
25	Gindy O. Lambiguit	Casisang Central School	Administrative Assistant III
26	Lourenil M. Lim	San Martin National High School	Administrative Assistant III
27	Anabelle B. Miquiabás	Malaybalay City Central School	Administrative Assistant III
28	Novilyn G. Palma	Managok National High School	Administrative Assistant III
29	Cheryl Jane C. Pefalosa	Airport Village Elementary School	Administrative Assistant III
30	Salvie Anna A. Jennelyn Quijano	Busdi Integrated School (Elementary)	Administrative Assistant III
31	Coleen A. Rabanes	Dalwangan Elementary School	Administrative Assistant III
32	Manilyn P. Reyes	Sumpong Central School	Administrative Assistant III
33	Ednalyn E. Tagailo	Silae National High School	Administrative Assistant III
34	Janice M. Bautista	Division Office	Senior Bookkeeper
35	Shella Novie Canson	Division Office	Administrative Assistant I
36	Roxel M. Gimarangan	Division Office	Senior Bookkeeper
37	Clementina O. Madronero	Division Office	Senior Bookkeeper
38	Cherry Faye T. Peligrino	Division Office	Administrative Assistant II
39	Nelly L. Salga	Division Office	Senior Bookkeeper
40	Yeyeth B. Cabalquinto	Bukidnon National High School	Administrative Aide IV

41	Estrella E. Cartin	Bukidnon National High School	Administrative Assistant II
42	Dhairyl Jean C. Fajardo	Bukidnon National High School	Administrative Assistant III
43	Lorna Bethel Rae M. Lapeciros	Bukidnon National High School	Administrative Officer II
44	Anna Angela C. Saplot	Bukidnon National High School	Administrative Assistant II
45	Archille B. Conol	Bukidnon National High School	Registrar I
46	Rhysa Cyle C. Rosalejos, CPA	Division Office	Accountant III
47	Sibyl L. Maputi	Division Office	Budget Officer III
48	Gwendolyn G. Quirong	Managok Central School	Administrative Assistant III
49	Amado B. Apostol, Jr.	St. Peter National High School -SHS	Administrative Assistant II
50	Nelvin H. Armeccin	Managok NHS - Miglamin Annex-SHS	Administrative Assistant II
51	Jayson E. Butal	Malaybalay City National Science High School	Administrative Assistant II
52	Calvin B. Cruz	Casisang Central School	Administrative Assistant II
53	Lee A. Ejem	Malaybalay City Central School	Administrative Assistant II
54	Airiel E. Gulle	Bangcud Central School	Administrative Assistant II
55	Lance M. Jamago	Aglayan Elementary School	Administrative Assistant II
56	Bob Fortune C. Maskarifo	Silae National High School	Administrative Assistant II
57	Ivan Ray B. Pojas	Managok National High School-SHS	Administrative Assistant II
58	Robert John M. Solito	Busdi Integrated School-SHS	Administrative Assistant II
59	Karole Lenin B. Tirol	Managok National High School	Administrative Assistant II
60	Neil Mar B. Cruzado	Malaybalay City National Science High School	Administrative Assistant III
61	Don A. Deximo	Kalasangay Central School	Administrative Assistant III
62	Ariel L. Garcia	San Jose Elementary School	Administrative Assistant III
63	Joe Randy H. Israel	Bangcud Central School	Administrative Assistant III
64	Gerardo C. Pasia Jr.	Bangcud National High School	Administrative Assistant III
65	Joseph L. Garcia	Division Office	Administrative Assistant III
66	Alvin John D. Labata	Division Office	COS
67	Junnie Von B. Tandayag	Division Office	Administrative Assistant II
68	Pamela L. Astudillo	Division Office	Administrative Assistant III
69	Mayela Lou O. Adajar	Division Office	Administrative Assistant III
70	Jessah Mae M. Gordo	Division Office	Administrative Assistant III
71	Janine M. Nericoa	Division Office	Administrative Assistant III
72	Aprille Mae Bandong	Division Office	Administrative Assistant III
73	Jona Borres	Division Office	Administrative Assistant III
74	Jade Grace Cabañez	Casisang SHS- Stand Alone	Administrative Assistant II
75	Michael Angelo Deslate	Division Office	Administrative Assistant III
76	Edwin Lianda	Aglayan Central School	Administrative Assistant III
77	Joseph Jason Lim	San Martin National HS	Administrative Assistant III
78	Waldemar Padla	Busdi Integrated School (SHS)	Administrative Assistant II
79	Sheila Joy Tubeo	Casisang Senior High School-SHS	Administrative Officer II
80	Ruel T. Brigole	Division Office	Administrative Assistant III
81	Edwin C. Espelita Jr.	Busdi Integrated School	Administrative Assistant III

PROGRAMME

Registration

National Anthem

Invocation

Kanak Ha Banuwa

Division Hymn

Acknowledgement of Participants

Intermission Number

Message

DepEd MC Finance Meeting Proper

Reading and approval of the minutes of previous meeting

UPDATES, ISSUES & CONCERNS

- | | |
|---|---|
| 1. School Operating Budget FY 2020 | SIBYL L. MAPUTI
Budget Officer- AO V |
| 2. *DepEd Order 22, s. 2019 - Guidelines on Official local travels in the Department of Education
*DepEd Order 17, s. 2019 - Guidelines on the Provision and Use of Official mobile phones, Postpaid lines and Prepaid loads | RHYSA CYLE C. ROSALEJOS, CPA
Accountant III |
| 3. Status of School MOOE Liquidation and Compliance from Division Bookeepers | JESSAH MAE M. GORDO |
| 4. DepEd Malaybalay City Finance Team Issues and Concerns

* Financial Status of MC Finance Team | DON A. DEXIMO
DepEd MC Finance Team President

CHERYL JANE C. PEÑALOSA
DepEd MC Finance Team Treasurer |

Masters of Ceremony

KATLEEN KRISTY M. BAUL

NELLY L. SALGA