



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2022-09-487
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 9/16/22 TIME: 10:45
BY:

DIVISION MEMORANDUM

NO. 487, s. 2022

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

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: September 16, 2022

SUBJECT: DEPED MALAYBALAY FINANCE PERSONNEL MEETING

1. The Division Office through the Accounting and Budget Services shall hold a meeting on *Friday, September 23, 2022 at Bangcud Central School Covered Court, Bangcud Malaybalay City at 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;
 - iv. Foster strong and improved collaborations within the Finance team, and
 - v. Give recognition to those who have given exemplary service in Finance.
3. A registration fee of *Seven Hundred Twenty Pesos (P 720.00)* shall be imposed which shall cover cost of meals, snacks, and other related expenses. Travelling expenses of the participants shall be charged against the School MOOE subject to the existing accounting and auditing rules and regulations.
4. In the absence of a Trust Fund account of the Division Office, instead of collecting the registration fee of participants from the school, it shall be deducted from the release of the 4th Quarter School MOOE. The amount to be deducted were divided based on the annual MOOE allocation for CY 2022 of schools assigned to the Administrative Assistants. Details and breakdown are provided in the Authorization to be submitted upon request for release of the 4th Quarter School MOOE. Further, registration fee of Division Office personnel shall be charged against Division MOOE.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



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5. For compliance.

Enclosure : List of Participants

TO BE POSTED ON WEBSITE



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List of Participants

No.	SCHOOL/STATION	Name	Position
1	Accounting Unit	Rhysa Cyle C. Rosalejos	Accountant III
2	Accounting Unit	Lourenil M. Lim	Administrative Assistant III
3	Accounting Unit	Cherry Faye T. Peligrino	Administrative Assistant II
4	Accounting Unit	Janice M. Bautista	Administrative Assistant III
5	Accounting Unit	Henry M. Cipriano Jr.	Administrative Assistant III
6	Accounting Unit	Jessah Mae M. Gordo	Administrative Assistant III
7	Accounting Unit	Roxel G. Oplenaria	Administrative Assistant III
8	Accounting Unit	Junnie Von B. Tandayag	Administrative Assistant II
9	Accounting Unit	Waldemar D. Padla	Administrative Assistant III
10	Accounting Unit	Nelvin H. Armechin	Administrative Assistant II
11	Budget Unit	Mayela Lou O. Adajar	Administrative Assistant III
12	Budget Unit	Sibyl L. Maputi	Administrative Officer V
13	Budget Unit	Darry D. Tuminao	Administrative Assistant I
14	HR Unit	Elaine Joy B. Baula	Administrative Assistant III
15	HR Unit	Dave M. Feliciano	Administrative Assistant III
16	HR Unit	Jayson E. Butal	Administrative Assistant III
17	HR Unit	Amorelle Faith P. Go	Administrative Assistant III
18	HR Unit	Sunshine C. Gamboa	Administrative Assistant III
19	Procurement Unit	Joerli C. Labita	Administrative Assistant II
20	Supply Unit	Neil Mar Cruzado	Administrative Assistant III
21	Supply Unit	Heinrich Alwyn S. Un	Administrative Assistant III
22	OSDS	Jerome L. Astudillo	Administrative Assistant III
23	Records Unit	Ariel L. Garcia	Administrative Assistant III
24	Bukidnon National High School	Yeyeth B. Cabakuinto	Administrative Assistant II
25	Bukidnon National High School	Senteche C. Minalabag	Administrative Assistant III
26	Bukidnon National High School	Lorna Bethel Rae M. Lapecios	Administrative Officer II
27	Bukidnon National High School	Anna Angela C. Sapiot	Administrative Assistant II
28	Bukidnon National High School-SHS	Estrella E. Cartin	Administrative Assistant II
29	Managok National High School	Meshele L. Cadangan	Administrative Assistant III
30	Managok National High School	Marcela A. Densing	Administrative Assistant II
31	Managok National High School-SHS	Ivan Ray B. Pojas	Administrative Assistant II
32	San Martin Elementary School	Ailyn P. Talaman	Administrative Assistant II
33	Bangcud Central School	Airiel E. Gulle	Administrative Assistant II
34	Malaybalay City National High School	Anil U. Quindala	Administrative Assistant III
35	Kalasangay National High School - SHS	Barbette Farnie R. Diabordo	Administrative Assistant II
36	Lalawan National High School - SHS	Bob Fortune C. Maskarifo	Administrative Assistant II
37	Casisang Central Integrated School	Calvin B. Cruz	Administrative Assistant II
38	Can-ayan Integrated School	Chrizel Jane S. Alarcon	Administrative Assistant II
39	Sumpung Central School	Corazon C. Pasulojan	Administrative Assistant II
40	Malaybalay City Central School	Dayanara A. Mallari	Administrative Assistant II
41	Busdi Integrated School	Edwin C. Espiñta	Administrative Assistant III
42	Managok Central School	Edwin L. Lianda	Administrative Assistant III
43	Airport Village Elementary School	Loulla Christie T. Jaculbe	Administrative Assistant III
44	Bangcud National High School - SHS	Feonna C. Cajes	Administrative Assistant II
45	Airport Village Elementary School	Geneth L. Mutia	Administrative Assistant II
46	Sumpung Central School	Gerardo C. Pasia, Jr.	Administrative Assistant III

List of Participants

No.	SCHOOL/STATION	Name	Position
47	Casisang Central Integrated School	Gindy O. Lambiguit	Administrative Assistant III
48	Malaybalay City National High School	Gladys S. Alonzo	Administrative Assistant II
49	Miglamín National High School - SHS	Gliecy R. Bacasmot	Administrative Assistant II
50	Aglayan Central School	Gwendolyn G. Quirong	Administrative Assistant III
51	Casisang National High School - SHS	Irish D. Clarete	Administrative Assistant II
52	Casisang Senior High School	Jade Grace C. Cabañelez	Administrative Assistant II
53	Silae National High School - SHS	Jane B. Cambangay	Administrative Assistant II
54	Linabo Central School	Jeanne Crisel Joy C. Gamalo	Administrative Assistant II
55	St. Peter National High School - SHS	Jecel L. Tugade	Administrative Assistant II
56	Silae National High School	Jenilyn P. Canonigo	Administrative Assistant II
57	Casisang Senior High School	Jennifer B. Romanillos	Administrative Assistant II
58	Malaybalay City National Science High School	Jona A. Borres	Administrative Assistant III
59	Busdi Integrated School	Jonathan E. Garan	Administrative Assistant II
60	Bangcud Central School	Joseph Jason A. Lim	Administrative Assistant III
61	Managok Central School	Joy D. Butad	Administrative Assistant II
62	San Martín Agro-Industrial High School	Joy Mae H. Anecio	Administrative Assistant III
63	Kalasungay Central School	Juvy Ann N. Coquilla	Administrative Assistant II
64	Bangcud National High School	Karole Lenin T. Tirol	Administrative Assistant III
65	Malaybalay City National High School - SHS	Katleen Kristy M. Baul	Administrative Assistant II
66	Aglayan Central School	Lance M. Jamago	Administrative Assistant II
67	Malaybalay City National Science High School - SHS	Laureen Marie L. Limena-Ricarte	Administrative Assistant II
68	Linabo Central School	Lee A. Ejem	Administrative Assistant III
69	Silae National High School	Liezi Jane L. Padrones	Administrative Assistant III
70	Malaybalay City Central School	Maria Liezel Q. Damasco	Administrative Assistant III
71	Kalasungay Central School	Maria Liza G. Bahian	Administrative Assistant III
72	Dalwangan Elementary School	Michael Angelo D. Deslate	Administrative Assistant III
73	Can-ayan Integrated School	Nelly L. Saiga	Administrative Assistant III
74	Dalwangan Elementary School	Nemsie C. Salvo	Administrative Assistant II
75	Bangcud National High School	Normelyn C. Lumile	Administrative Assistant II
76	Dalwangan National High School - SHS	Phoebe Mae P. Barsobia	Administrative Assistant II
77	San Martín Agro-Industrial High School - SHS	Quencie Mae T. Calao	Administrative Assistant II
78	Imbayao National High School - SHS	Robert John M. Solito	Administrative Assistant II
79	Casisang Senior High School	Sheila Joy B. Tubeo	Administrative Officer II
80	Can-ayan Integrated School - SHS	Sheila May TN. Ambrad	Administrative Assistant II
81	Malaybalay City National Science High School	Shirley E. Monsanto	Administrative Assistant II