



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

DM 2024-01-016  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 1/8/24 TIME: 10:07  
BY:

**DIVISION MEMORANDUM**

NO. 016, s. 2024

TO: Implementing Units Staff  
Accounting, Budget & Cashier Unit  
All Others Concerned

FROM:   
**ALIENA S. DAJAY**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

DATE: January 8, 2024

SUBJECT: **DIVISION WORKSHOP ON THE PREPARATION, RECONCILIATION  
AND SUBMISSION OF CY 2023 YEAR-END FINANCIAL REPORTS**

1. To ensure timely submission of all required and accurate financial reports, the Office of the Schools Division Superintendent through the Finance Services shall conduct a workshop on **January 9-10, 2024 8:00am** at *Loiza's Pavilion, Casisang Malaybalay City Bukidnon*.
2. The expected participants of the activity are the 3 Secondary Implementing Units financial and administrative staff together with the Accounting, Budget and Cashier Unit personnel of the Division Office.
3. The objectives of this activity are the following:
  - i. Facilitate the preparation, review, and submission of Consolidated CY 2023 Year-end Financial and Budgetary Reports utilizing the EFRS and EMBS Consolidators respectively;
  - ii. Serve as a venue to discuss the uniform implementation of significant procedures and policies among those involved in the management of financial resources for efficient implementations of DepEd programs and project; and
  - iii. Address other related financial issues.
4. Travelling expenses of the participants shall be charged against the School MOOE subject to the existing accounting and auditing policies, rules and regulations.
5. For compliance.

Enclosure: Official List of Participants



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No.	Name	Position	Name of School
1	LED ELIZABETH L. DECORAN	Administrative Assistant III	Bukidnon National High School
2	LORNA BETHEL RAE M. LAPECIROS	Administrative Officer II	Bukidnon National High School
3	ANNA ANGELA C. SAPLOT	Administrative Assistant II	Bukidnon National High School
4	ESTRELLA E. CARTIN	Administrative Assistant II	Bukidnon National High School
5	YEYETH B. CABALQUINTO	Administrative Assistant II	Bukidnon National High School
6	MESHELE L. CADANGAN	Administrative Assistant III	Managok National High School
7	RUEL T. BRIGOLE	Administrative Officer II	Managok National High School
8	JECHEL L. TUGADE	Administrative Assistant II	Managok National High School
9	MARCELA A. DENSING	Administrative Assistant II	Managok National High School
10	GERARDO C. PASIA, JR.	Administrative Assistant III	Bangcud National High School
11	ALVE ANNE CHRISTY B. BENDIJO	Administrative Officer II	Bangcud National High School
12	FEONNA C. CAJES	Administrative Assistant II	Bangcud National High School
13	NORMELYN C. LUMILE	Administrative Assistant II	Bangcud National High School
14	RHYSA CYLE C. ROSALEJOS	Accountant III	Accounting Unit
15	HENRY M. CIPRIANO JR.	Administrative Assistant III	Accounting Unit
16	JANICE M. BAUTISTA	Administrative Assistant III	Accounting Unit
17	LOURENIL M. LIM	Administrative Assistant III	Accounting Unit
18	WALDEMAR D. PADLA	Administrative Assistant III	Accounting Unit
19	MERAFEL CRIS B. MAQUE	Administrative Assistant III	Accounting Unit
20	JUNNIE VON B. TANDAYAG	Administrative Assistant III	Accounting Unit
21	CHERRY FAYE T. PELIGRINO	Administrative Assistant II	Accounting Unit
22	SIBYL L. MAPUTI	Administrative Officer V	Budget Unit
23	MAYELA LOU A. MELLOMIDA	Administrative Assistant III	Budget Unit
24	DARRY D. TUMINAO	Administrative Assistant I	Budget Unit
25	MARIA M. PRESORES	Administrative Aide	Budget Unit
26	RUFELIA J. LIMBENGCO	Administrative Officer IV	Cashier Unit
27	JAYSON C. MONTESEVEN	Administrative Assistant II	Cashier Unit
28	FLORA MAE D. CAVAN	Administrative Aide VI	Cashier Unit