



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

2024- 92127
DM - 2024-04-146
MALAYBALAY CITY DIVISION
RELEASED

DATE: _____ Time: 3:00
By: APR 03 2024 [Signature]

DIVISION MEMORANDUM

NO. 146, s. 2024

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

FROM: **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent [Signature]

DATE: April 2, 2024

SUBJECT: **ORIENTATION WORKSHOP ON GRANT, UTILIZATION AND LIQUIDATION OF SCHOOL MOOE**

1. To ensure compliance to accounting rules and regulation, the Office of the Schools Division Superintendent through the Accounting Unit shall hold an orientation workshop to the newly designated Disbursing Officers and Senior Bookkeepers on *April 11-12 (Thursday & Friday) and 15, 2024 (Monday) 8 o'clock in the morning at the LPT Hall, Bukidnon National High School, Malaybalay City.*
2. Objective of the orientation is to provide better understanding of the concepts in the grant, utilization and liquidation of School MOOE.
3. Each participant should bring a calculator, laptop, extension wire; and copy of BEDS 2024.
4. A registration fee of One Thousand Nine Hundred Ten Pesos (P 1,910.00) which covers the cost of meals, snacks, and other related expenses shall be charged against School MOOE/GMAS. Further, the travelling expenses of the participants shall also be charged against local funds subject to the existing accounting and auditing rules and regulations.
5. For compliance.

TO BE POSTED ON WEBSITE

Enclosure: Official List of Participants



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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Email Address: malaybalay.city@deped.gov.ph



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Official List of Participants

| No. | Complete Name | Position |
|------------|---------------------------------|------------------------------|
| 1 | AIRIEL E. GULLE | ADMINISTRATIVE ASSISTANT II |
| 2 | AISADEL MARIE M. PABILLARAN | ADMINISTRATIVE ASSISTANT II |
| 3 | BOB FORTUNE C. MASKARIÑO | ADMINISTRATIVE ASSISTANT II |
| 4 | CHRIZEL JANE S. ALARCON | ADMINISTRATIVE ASSISTANT II |
| 5 | CORAZON C. PASULOJAN | ADMINISTRATIVE ASSISTANT II |
| 6 | KHESANDRA ASTUDILLO | ADMINISTRATIVE ASSISTANT II |
| 7 | LAUREEN MARIE L. LIMENA-RICARTE | ADMINISTRATIVE ASSISTANT II |
| 8 | LIZA L. ELNAR | ADMINISTRATIVE ASSISTANT II |
| 9 | MAE QUEENCIE T. CALAO | ADMINISTRATIVE ASSISTANT II |
| 10 | SHEILA MAY TN AMBRAD | ADMINISTRATIVE ASSISTANT II |
| 11 | SHIRLEY E. MONSANTO | ADMINISTRATIVE ASSISTANT II |
| 12 | ALMIRA G. NABOR | ADMINISTRATIVE ASSISTANT III |
| 13 | ALVIN JOHN D. LABATA | ADMINISTRATIVE ASSISTANT III |
| 14 | EARL D. MAQUIDO | ADMINISTRATIVE ASSISTANT III |
| 15 | EDWIN C. ESPELITA | ADMINISTRATIVE ASSISTANT III |
| 16 | FLORA MAE D. CAVAN | ADMINISTRATIVE ASSISTANT III |
| 17 | GLAIVE MAY D. MULAWAN | ADMINISTRATIVE ASSISTANT III |
| 18 | GWENDOLYN G. QUIRONG | ADMINISTRATIVE ASSISTANT III |
| 19 | HEINRICH ALWYN S. UN | ADMINISTRATIVE ASSISTANT III |
| 20 | IRISH J. CAGATCAGAT | ADMINISTRATIVE ASSISTANT III |
| 21 | JAYSON E. BUTAL | ADMINISTRATIVE ASSISTANT III |
| 22 | JECCEL L. TUGADE | ADMINISTRATIVE ASSISTANT III |
| 23 | JEROME L. ASTUDILLO | ADMINISTRATIVE ASSISTANT III |
| 24 | JOSEPH JASON A. LIM | ADMINISTRATIVE ASSISTANT III |
| 25 | JUNNIE VON B. TANDAYAG | ADMINISTRATIVE ASSISTANT III |
| 26 | KAROLE LENIN T. TIROL | ADMINISTRATIVE ASSISTANT III |
| 27 | LEE A. EJEM | ADMINISTRATIVE ASSISTANT III |
| 28 | LOUIE JAY G. TITO | ADMINISTRATIVE ASSISTANT III |
| 29 | MERAFEL CRIS B. MAQUE | ADMINISTRATIVE ASSISTANT III |
| 30 | NEIL MAR B. CRUZADO | ADMINISTRATIVE ASSISTANT III |
| 31 | REINJO V. VALDEHUESA | ADMINISTRATIVE ASSISTANT III |
| 32 | WALDEMAR D. PADLA | ADMINISTRATIVE ASSISTANT III |
| 33 | KING JAMES T. BRANZUELA | ADMINISTRATIVE AIDE VI |