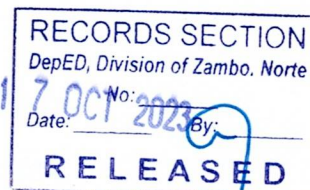




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



October 17, 2023

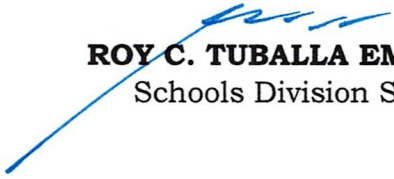

Division Memorandum

No. 456, s. 2023

**ONBOARDING AND TECHNICAL ASSISTANCE FOR NEWLY-HIRED
FINANCIAL STAFF OF IMPLEMENTING SECONDARY SCHOOLS**

TO: Assistant Schools Division Superintendents
School Principals of Implementing Secondary Schools
Incumbent, Incoming and Outgoing Senior Bookkeepers of
Implementing Secondary Schools
All Others Concerned

1. This office informs all concerned on the conduct of the Onboarding and Technical Assistance for Newly-Hired Financial Staff of Implementing Secondary Schools on **October 26, 2023** with the *venue to be announced*.
2. The objectives of the abovementioned activity are the following:
 - a. to capacitate newly-hired employees with the necessary technical skills in the preparation of Financial Accountability Reports; and
 - b. to orient newly-hired financial staff with the basic principles of the Financial Management Operations Manual.
3. Participants are requested to bring their own laptops, printers, and other documents needed for the reports.
4. Traveling expenses of participants shall be charged against their local school funds.
5. Enclosed herewith are the list of participants and the matrix/schedule of activities.
6. For information and guidance.


ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent 

Reference/s: NONE

To be indicated in the Perpetual Index
under the following subjects:

Work and Financial Plan

DBO/cjsp1/DM- Onboarding IUS 2023
DM No./ October 17, 2023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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Enclosure 1. Participants (37 Pax):

SDS/EXECOM CHAIR	Roy C. Tuballa EMD, JD, CESO VI
ASDS	Ma. Judelyn J. Ramos, CESO VI
ASDS	Judith V. Romaguera, CESO VI
Accountant III	Arvie M. Ompoy, CPA
AO V – Budget	Casemera V. Lunjas

Program Management Team

AO II	Eden P. Buna
AO II	Bryan Jeffrey B. Prejoles
ADAS I	Kevin O. Pasco
ADAS III	Christian James S. Paco
ADAS III	Ana May Gonzales
ADAS III	Dan Jessie B. Bayron

Outgoing/Promoted/Transferred Senior Bookkeepers

AO II – Dohinob NHS	Aira Ruth A. Guerrero
AO II - Manukan NHS	Reiner B. Paliota
ADAS III - Polanco NHS	Edelyn B. Oriño
AO II - PMAR NHS	Evangeline E. Bengua
AO II - Salug NHS	Sheila Mae T. Perez
Registrar I – SNAS	Josevinia C. Bayron
AO II - Ubay NHS	Ivy M. Lagudas

Incoming/Newly-hired Senior Bookkeepers

ADAS III – Dohinob NHS	Mary Jessie Rose B. Anguit
ADAS III – Manukan NHS	Agnes R. Andalahoo
ADAS III – Polanco NHS	Crystel Vanice C. Dayunot
ADAS III – PMAR NHS	Irish May T. Osorio
ADAS III – Salug NHS	Johannah G. Cabardo
ADAS III – SNAS	Achuka Marie B. Bernus
ADAS III – Ubay NHS	Jumilyn B. Daguplo

Incumbent Senior Bookkeepers

ADAS III – Bacungan NHS	Erlan Monica I. Torres
AO II – Gutalac NHS	Christian Glenn L. Daga
ADAS III – Julian Soriano MCHS	Karen E. Lisbos
ADAS III – Katipunan NHS	Mariz E. Lugo
ADAS III – Kipit AFHS	Omar A. Patayon
ADAS III – Liloy NHS	Germila U. Amit
ADAS III – Piñan NHS	Milrose Ivanne M. Aguy
ADAS III – Sergio Osmeña NHS	Joemar C. Villasis
ADAS III – Sibutad NHS	Jose Ronel S. Malicay
ADAS II – Siocon NHS	John Raff O. Dayaganon
ADAS III – Sindangan NHS	Silva Marie S. Balud
ADAS III – Tampilisan NHS	Ma. Jovijune S. Jumawid

DBO/cjsp1/DM- Onboarding IUS 2023
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Enclosure 2. MATRIX/SCHEDULE OF ACTIVITIES

	October 26, 2023	In-Charge
7:30-8:00	Registration	PMT/Secretariat
8:00-8:30	Preliminaries: PNA, Prayer	Secretariat / AVP
8:30-8:45	Welcome Remarks	Ana May Gonzales
8:45-9:00	Acknowledgement of Participants	Casemera V. Lunjas
9:00-9:15	Statement of Purpose	Arvie M. Ompoy
9:15-9:30	Message	Roy C. Tuballa, CESO VI
9:30-10:00	EBMS Walkthrough	Christian James S. Paco
10:00-12:00	Reportorial Requirements of Budget	Casemera V. Lunjas
12:00-1:00	LUNCH BREAK	
1:00-5:00	Basic Bookkeeping Procedures (Walkthrough) COA Updates / LARGE Government Accounting Manual Financial Management Operations Manual DEPED Orders (LSF Utilization)	Arvie M. Ompoy and Accounting Staff
5:00	DINNER / CLOSING	

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