



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No.:	7-2024
Date: MAY 17 2024	By: [Signature]
RELEASED	

May 6, 2024

Division Memorandum

No. 251, s. 2024

URGENT MEETING: FINANCIAL DIRECTIONS

**TO: District & Central Bookkeepers
Secondary Non-IUs Bookkeepers
All Others Concerned
This Schools Division**

1. In accordance with DepEd Order No. 2, s. 2024, and in line with our commitment to enhancing financial accountability within the DepEd-ZN division, an urgent meeting has been scheduled for District & School Bookkeepers for Non-IUs on **May 17, 2024** at 4th-floor Function Hall, building 2, Schools Division Office of Zamboanga del Norte, Capitol Drive, Estaka, Dipolog City, Zamboanga del Norte, to address crucial matters pertaining to financial management.
2. The agenda for the meeting will include a review of the mandates and implications outlined in DepEd Order No. 2, s. 2024, aiming to ensure a comprehensive understanding among all bookkeepers. Additionally, we will provide clarifications and discuss the guidelines for the removal of administrative tasks of public school teachers, as stipulated in the order. Subsequently, we will establish control measures to maintain check and balance pertaining to the additional tasks for all district, central, and secondary bookkeepers, particularly those related to signing Purchase Orders (POs) as to availability of funds and in box "C" of all Disbursement Vouchers (DVs) per school within the district as well as regrouping/re-clustering of schools assigned to bookkeepers. Furthermore, the meeting will include an open forum session dedicated to addressing any queries, issues and concerns.
3. All participants are advised to schedule their submission of the liquidation report and other school/district reports on the aforementioned date to minimize employee absence from their permanent official station and reduce official travel.
4. The traveling expenses of participants incurred for attending this meeting shall be charged against SDO fund for district bookkeepers and respective local school fund for school bookkeepers, subject to accounting, and auditing rules and regulations.



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5. Enclosed herewith are the list of participants, authority to travel, and the matrix/schedule of activities

6. For information and guidance.

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

f. s. / 6 / 24

Acctg/amo/DM- Urgent Meeting: Financial Directions
DM No./ May 6, 2024



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Enclosure 1. List of Participants:

Program Management Team

Arvie M. Ompoy, CPA	Accountant III
Bryan Jeffrey A. Prejoles	Administrative Officer II
Ana May G. Ortega	Administrative Assistant III
Dan Jessie B. Bayron	Administrative Assistant III
Marlyn A. Banzuela	Administrative Assistant II

District Bookkeepers

Name of Bookkeeper	District
Mc Charby C. Villanueva	Bacungan (Leon Postigo)
Ian B. Toledo	Baliguian
Edna M. Bermudez	Godod
Randy A. Fuertes	Gutalac I
Regan T. Villafuerte	Gutalac II
Azlea P. Siocon	Kalawit
Remar M. Montifalcon*	Katipunan I
Jope Shellaine P. Garay	Katipunan II
Emel Rome F. Fernandez	La Libertad
Sheryl Anne S. Chiong	Labason
Marcelino G. Orong Jr.	Liloy I
Katrina Aubry A. Daga	Liloy II
Kassel M. Elnas	Manukan I
Mary Jane Y. Aniñon	Manukan II
Grace J. Cabilin	Mutia
Alex A. Belonghilot	Piñan
Edelyn A. Orino	Polanco I
Rene S. Belarmino	Polanco II
Clara Jean G. Cacho	Ponot (Jose Dalman)
Mark Christian A. Basas	Rizal
Jeylou S. Dumaog	Roxas I (Manuel A. Roxas)
Messy Gay S. Ybanez	Roxas II (Manuel A. Roxas)
Marelli U. Rafols	Salug I
Mark Urland B. Tordillo	Salug II
Emperatriz N. Paradero	Sergio Osmeña I
Rosalie G. Ib-Ib	Sergio Osmeña II
Jolie Boy A. Lira	Siayan
Edison A. Gumotud	Sibuco
Ivy D. Dela Cruz	Sibutad
Jennyvie M. Bulay-Og	Sindangan Central
Marilou P. Atig	Sindangan North
Maricel O. Andus	Sindangan South
Anie-Rose M. Cardenas	Siocon
Jeanettr M. Delasas	Sirawai
Richard R. Palalon	Tampilisan

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Central School Bookkeepers

Name of Bookkeeper	School
Mary Rose M. Dato	Bacong Central School
Beverly Anne Z. Amandac*	Bacungan Central School
Julius M. Callagon	Baliguian Central School
Cherry Bee M. Templado	Baybay Central School
Emelvar V. Sacome	Dohinob Central School
Beverly Anne Z. Amandac*	Felipe Cadavedo Central School
Daryl D. Galleposo	Godod Central School
Jeson S. Galope	Gutalac Central School
Mary Rose E. Pormento	Juan Bugarin Central School
Dany B. Abajar	Kalawit Central School
Gwin Riza M. Aleta	Katipunan Central School
Ferdinand M. Guantero	La Libertad Central School
Jovelyn A. Cordeta	Labason Integrated School
Walter N. Villafuerte	Liloy Central School
Sandy A. Cagbabanua	Linay Central School
Shecka Pearl M. Paghubasan	Mandih Central School
Grecil Jane F. Recososa	Manukan East Central School
Florijel M. Elumba	Mutia Central School
Faye Ann Mae P. Dagpin	Piñan Central School
Zoraida B. Cuerdo	Polanco Central School
Joan L. Templado	Ponot Central School
Maricris M. Fernandez	Rizal Central School
Analie C. Fermin	Roxas Central School
Ruffa Mae B. Lipayo	Salug Central School & Sped Center
Remar M. Montifalcon*	San Isidro Central School
Jan Ulee S. Bagalanon	Sergio Osmeña Central School
Cherryle B. Magondaya	Siayan Central School
Abdurakman N. Atani	Sibuco Central School
Lilyflor B. Apurado	Sibutad Central School
Marissa P. Vendiola	Silawe Central School
Charles M. Jugo	Sindangan Pilot Demonstration School
Karen Shane B. Dapat	Siocon Central School
Fredelene Mae S. Aligato	Sirawai Central School
Lelibeth C. Oquias	Tampilisan Central School

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Secondary School Bookkeepers

Name of Bookkeeper	School
Aiza B. Tintim	Bacon National High School
Esther O. Sinsuan	Baliguian National High School
Recca P. Pasil	Compra National High School
Goldee Lynn C. Gallopin	Godod National High School
Rhea V. Macute	Jesus A. Ramos National High School
Annalou H. Balbaguio	Kalawit National High School
Lovelyn T. Sanico	Kanim National High School
Edward P. Zamora	La Libertad National High School
Yaser N. Pingli	Malayal National High School
Donalyn E. Aquino	Manawan National High School
Joey Ryan A. Maglangit	Mutia National High School
Yvonne L. Gahisan	Ponot National High School
Rodel R. Basas	Rizal National High School
Melissa B. Palma	Siayan National High School
Sukarno S. Mandusih	Sibuco National High School
Salome D. Tariga	Siari John H. Roemer Memorial National High School
Shojie M. Dapi-I	Sirawai National High School

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Enclosure 2. TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	Mc Charby C. Villanueva, <i>et al.</i> (See attached list of participants)
Position/ Designation	Administrative Assistant III
Permanent Station	Bacungan District
Purpose of Travel (must be supported by attachments)	To attend <i>Urgent Meeting: Financial Directions</i>
Host of Activity	Schools Division Office of Zamboanga del Norte (Finance – Accounting)
Inclusive Dates	May 17, 2024
Destination	Schools Division Office of Zamboanga del Norte, Capitol Drive, Estaka, Dipolog City, Zamboanga del Norte
Fund Source	SDO FUND/LOCAL SCHOOL FUND

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.


ARVIE M. OMPOY, CPA

Accountant III



Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated therein.


RAYMOND M. SALVADOR, CESO VI

Assistant Schools Division Superintendent

Date

APPROVED


ROY C. TUBALLA EMD, JD, CESO V

Schools Division Superintendent

Date

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Enclosure 3. Matrix/Schedule of Activities

TIME	ACTIVITY	IN-CHARGE
8:00-8:30	ATTENDANCE	SECRETARIAT
8:30-8:45	PRELIMINARIES (PNA, PRAYER)	SECRETARIAT
8:45-9:00	WELCOME REMARKS	ANA MAY G. ORTEGA
9:00-9:15	ROLL CALL OF PARTICIPANTS	MARLYN A. BANZUELA
9:15-9:30	STATEMENT OF PURPOSE/MESSAGE	ARVIE M. OMPOY
9:30-12:00	MEETING PROPER	PMT
12:00-1:00	LUNCH BREAK	
1:00-3:30	FORMULATION OF CONTROL MEASURES AND REGROUPING/RE-CLUSTERING OF SCHOOLS WITHIN THE DISTRICT	PMT
3:30-4:45	OPEN FORUM	PMT
4:45-5:00	CLOSING	

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