



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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June 23, 2022

**DIVISION MEMORANDUM:**

**SEMINAR/WORKSHOP ON THE PREPARATION OF CY 2022  
MID-YEAR FINANCIAL REPORTS**

TO:

**SDO Accountant**  
**SDO Administrative Officer V (Budget)**  
**School Heads of Implementing Units**  
**Selected SDO Accounting Personnel**  
**School Accountants**  
**Senior Bookkeepers of Implementing Units**  
**All Other Concerned**

1. The Division Seminar/Workshop on the Preparation of CY 2022 Mid-Year Financial Reports spearheaded by the Association of Accountants and Senior Bookkeepers of DepEd Sorsogon Implementing Units, Inc. will be held on July 4-6, 2022, at Stardust Resort, Sta Isabel, Matnog, Sorsogon.
2. The 3-Day activity aims to:
  - a. Ensure the updated and timely preparation and submission of budgetary and financial reports as of June 30, 2022, to be consolidated by the Division Office;
  - b. Discuss the new and revised workflow and proper implementation of procedures and policies of Provident Funds in the Implementing Units;
  - c. Acquire assistance from the Regional Office Finance Team on the uniform implementation of FAR-related procedures and policies and;
  - d. Address other related financial issues and concerns.



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3. The target participants from the Regional Office, Division Office and IU's are as follows;

| <b>Regional Office</b>                  | <b>No. of pax</b> |
|---|-------------------|
| • Chief Administrative Officer, FD      | 1                 |
| • Administrative Officer IV, Budget     | 1                 |
| • Administrative Officer II, Budget     | 1                 |
| <b>Division Office</b>                  |                   |
| • Schools Division Superintendent       | 1                 |
| • SDO Accountant III                    | 1                 |
| • SDO Administrative Officer V (Budget) | 1                 |
| • SDO Accounting and Budget Personnel   | 5                 |
| <b>Secondary Implementing Units</b>     |                   |
| • Accountant I and Senior Bookkeepers   | 30                |
| • TWG                                   | 7                 |
| <b>TOTAL</b>                            | <b>48</b>         |

4. Participants are instructed to bring their laptops, New USB Flash Drive, Extension wires, External Hard Drive (back-up) and all necessary documents needed in the preparation of financial reports.
5. Enhanced Financial Reporting System (EFRS), Budget Monitoring System (BMS) and Unified Reporting System (URS) reports as of June 30, 2022 are expected to be submitted at the end of the workshop on July 6, 2022.
6. Travel expenses and a registration fee of Six thousand (P 6000.00) pesos per participant, which shall cover the board and lodging, meals, training materials and other expenses relative to the workshop shall be charged to local funds subject to usual accounting and auditing rules and regulations.
7. The workshop will start at 8:00AM of July 4 and end on July 6. Participants are expected to come on time. Officers and TWG Members are directed to be at the venue on July 3. The First meal to be served is Dinner on Day 0 while last meal is lunch on Day 3.



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8. Please refer to the enclosures for the details of the activity.  
  
Enclosure No. 1 – Program of Activities  
Enclosure No. 2- List of Participants  
Enclosure No. 3 – Technical Working Committees
9. For other details, please contact Lowie N. Villa, association President at mobile number (0951)7598060 or email at [lowie.villa@deped.gov.ph](mailto:lowie.villa@deped.gov.ph).
10. For information, guidance, and compliance of all concerned. Immediate dissemination of this Memorandum is earnestly desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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Enclosure No. 1:

**PROGRAM OF ACTIVITIES**

| Day 1   | Day 2   | Day 3  |
|---|---|--|
| <p>8:00-9:00 – Registration<br/>           9:00-9:30- Preliminaries</p> <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Invocation</li> </ul> <p>WORKING SNACKS<br/>           9:30-11:00 – Messages</p> <p>Welcome Remarks:<br/>           LOWIE N. VILLA -- Assoc. President</p> <p>Presentation of Participants – Genesis B. Lumberio – Secretary</p> <p>Words of Wisdom /Inspiring Messages:</p> <ul style="list-style-type: none"> <li>- JOSE L. DONCILLO, CESO V<br/>Schools Division Superintendent</li> <li>- TERESA C. AYCAYERA<br/>Chief Admin Officer, ROV Finance Div.</li> </ul> <p>11:00 -12:00:<br/>           Revised Procedures on Applying Provident Loans in Implementing Units</p> <ul style="list-style-type: none"> <li>- Orlando Duka, Jr. -AO2, Accounting</li> </ul> <p>12:00-1:00: L U N C H</p> <p>1:00-7:00 PM: UPDATES</p> <ul style="list-style-type: none"> <li>- Eilen Badhiller, AO2, Accounting</li> <li>- Kathleen Velasco, AO2, Budget</li> <li>- Jose Romel Digo, AO2, Budget</li> <li>- Valentina Hugo, AO5, Budget</li> <li>- Paul Andy Debllos , Accountant III</li> </ul> <p>7:00 - DINNER</p> | <p>8:00 – 9:00 – Recap<br/>           9:00 -12:00 –FAR Related Procedures and Policies</p> <ul style="list-style-type: none"> <li>- ILYA O VARGAS, AO4, DepEd ROV</li> <li>- JANELLA LOSITO, AO2, DepEd ROV</li> </ul> <p>12:00 – 1:00 PM: L U N C H</p> <p>1:00- 6:00 PM:</p> <ul style="list-style-type: none"> <li>- WORKSHOP PROPER</li> </ul> <p>PREPARATION OF CY 2022 MID-YEAR FINANCIAL REPORTS</p> | <p>8:00 -9:00 -Recap</p> <p>9:00 – 12:00 – CHECKING OF OUTPUTS / PRESENTATION AND SUBMISSION OF REPORTS FOR CONSOLIDATION</p> <p>12:00 – 1:00 – L U N C H</p> <p>HOME SWEET HOME</p> |





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Enclosure No. 2:

**LIST OF EXPECTED GUESTS & PARTICIPANTS**

| No.                       | Name               | Position                        | Station       |
|---------------------------|--------------------|---------------------------------|---------------|
| <b>Regional Office</b>    |                    |                                 |               |
| 1                         | Teresa Aycayera    | Chief Admin Officer             | FD, DepED ROV |
| 2.                        | Ilya Vargas        | Administrative Officer IV       | FD, DepED ROV |
| 3.                        | Janella Losito     | Administrative Officer II       | FD, DepED ROV |
| <b>Division Office</b>    |                    |                                 |               |
| 4                         | Jose L. Doncillo   | Schools Division Superintendent | SDO Sor       |
| 5                         | Paul Andy Deblois  | Accountant III                  | SDO Sor       |
| 6                         | Valentina Hugo     | Administrative Officer V        | SDO Sor       |
| 7                         | Jose Rome Digo     | Admin Officer II(Budget)        | SDO Sor       |
| 8                         | Kathleen Velasco   | Admin Officer II (Budget)       | SDO Sor       |
| 9                         | Eilen Bachiller    | AO II (Accounting)              | SDO Sor       |
| 10                        | Orlando Duka Jr    | AO II (Accounting)              | SDO Sor       |
| 11                        | Loida Deladia      | OIC, Div PSU                    | SDO Sor       |
| <b>Implementing Units</b> |                    |                                 |               |
| 12                        | Lowie Villa        | Sr. Bookkeeper                  | Abucay NHS    |
| 13                        | Allan Extremera    | Sr. Bookkeeper                  | Barcelona NHS |
| 14                        | Marvin Jeresano    | Sr. Bookkeeper                  | Biriran NHS   |
| 15                        | Oliver Escobedo    | Sr. Bookkeeper                  | Buhang NHS    |
| 17                        | Alex Gillego       | Accountant I                    | Bulan NHS     |
| 18                        | Michelle Escandor  | Sr Bookkeeper                   | Bulusan NHS   |
| 19                        | Karen Collera      | Sr. Bookkeeper                  | Casiguran TVS |
| 20                        | Welmina Bercasio   | Sr. Bookkeeper                  | Castilla NHS  |
| 21                        | Neptali Bercasio   | Sr. Bookkeeper                  | Cumadcad NHS  |
| 22                        | Cherry Buendia     | Sr. Bookkeeper                  | Dinapa NHS    |
| 23                        | Krisia Mae Cruces  | Accountant I                    | Donsol NCHS   |
| 24                        | Charisse Baltazar  | Sr. Bookkeeper                  | Donsol VHS    |
| 25                        | Reyzela Lasap      | Sr. Bookkeeper                  | Gabao NHS     |
| 26                        | Jose Mari Magdaong | Sr. Bookkeeper                  | Gallanosa NHS |
| 27                        | Eva Jane Hagos     | Administrative Assistant        | Gallanosa NHS |
| 28                        | Luz Estares        | Accountant I                    | Gubat NHS     |
| 29                        | Dennis Jardiolin   | Administrative Assistant        | Gubat NHS     |



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| 8                         | Kathleen Velasco  | Admin Officer II (Budget)       | SDO Sor       |
| 9                         | Eilen Bachiller   | AO II (Accounting)              | SDO Sor       |
| 10                        | Orlando Duka Jr   | AO II (Accounting)              | SDO Sor       |
| 11                        | Loida Deladia     | OIC, Div PSU                    | SDO Sor       |
| <b>Implementing Units</b> |                   |                                 |               |
| 12                        | Lowie Villa       | Sr. Bookkeeper                  | Abucay NHS    |
| 13                        | Allan Extremera   | Sr. Bookkeeper                  | Barcelona NHS |
| 14                        | Marvin Jeresano   | Sr. Bookkeeper                  | Biriran NHS   |
| 15                        | Oliver Escobedo   | Sr. Bookkeeper                  | Buhang NHS    |
| 17                        | Alex Gillego      | Accountant I                    | Bulan NHS     |
| 18                        | Michelle Escandor | Sr Bookkeeper                   | Bulusan NHS   |
| 19                        | Karen Collera     | Sr. Bookkeeper                  | Casiguran TVS |
| 20                        | Welmina Bercasio  | Sr. Bookkeeper                  | Castilla NHS  |
| 21                        | Neptali Bercasio  | Sr. Bookkeeper                  | Cumadcad NHS  |
| 22                        | Cherry Buendia    | Sr. Bookkeeper                  | Dinapa NHS    |
| 23                        | Kim Cruces        | Accountant I                    | Donsol NCHS   |
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| 25                        | Reyzela Lasap     | Sr. Bookkeeper                  | Gabao NHS     |
| 26                        | Jojo Magdaong     | Sr. Bookkeeper                  | Gallanosa NHS |
| 27                        | Eva Jane Hagos    | Administrative Assistant        | Gallanosa NHS |
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|                         |                     |                             |                   |
|-------------------------|---------------------|-----------------------------|-------------------|
| 30                      | Cindy Noble         | AO II/Bookkeeper Designate  | Juban NHS         |
| 31                      | Virginia Buelo      | Sr. Bookkeeper              | Macalaya NHS      |
| 32                      | Mercedes Gabuyo     | Sr. Bookkeeper              | Magallanes NHS    |
| 33                      | Vincent John Freo   | Accountant I                | Magallanes NVHS   |
| 34                      | Maliette Jasareno   | Sr. Bookkeeper              | Matnog NHS        |
| 35                      | Genesis Lumberio    | Administrative Assistant II | Pilar NCHS        |
| 36                      | Ribb Garces         | Sr. Bookkeeper              | Pto Diaz NHS      |
| 37                      | Alena Parcia        | Sr. Bookkeeper              | Salvacion NHS     |
| 38                      | Ma Gina Guelas      | Sr. Bookkeeper              | San Francisco NHS |
| 30                      | Nonilon Frando      | Administrative Assistant II | Sta Magdalena NHS |
| 40                      | Lerma Guarino       | Disbursing Officer II       | Sta Magdalena NHS |
| 41                      | Grace Bercasio      | Administrative Assistant II | Talaonga NHS      |
| Technical Working Group |                     |                             |                   |
| 42                      | Eury Hezyl Jasareno | Administrative Assistant II | Abucay NHS        |
| 43                      | Ma Fe Entac         | Administrative Assistant II | Biriran NHS       |
| 44                      | Ma Theresa Galindes | Administrative Assistant II | Biriran NHS       |
| 45                      | Gerard Escobar      | Administrative Assistant II | Bulusan NHS       |
| 46                      | Reil Elpos          | Disbursing Officer II       | San Isidro NHS    |
| 47                      | Mary Rose Caraballo | Cashier I                   | Pilar NCHS        |
| 48                      | Michelle Gabionza   | Cashier I                   | Talaonga NHS      |



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Enclosure No. 3:

**TECHNICAL WORKING COMMITTEES**

**LOWIE N. VILLA**  
Over-All Chairman

**Registration**

Chairman: Joan Manalo  
Members: Riel Elpos  
Eury Hezyl Jasareno  
Lerma Guarino

**Certificates and Documentation**

Chairman: Karen Collera  
Members: Ma Fe Entac  
Ma Theresa Galindes  
Gerard Escobar

**Sounds and Stage Preparation**

Chairman: Oliver Escobedo  
Members: Dennis Jardiolin  
Nonilon Frando  
Allan Extremera

**Program**

Chairman: Genesis Lumberio  
Members: Mary Rose Caraballo  
Michelle Gabionza  
Charisse Baltazar

**Ways and Means**

Chairman: Jose Mari Magdaong  
Members: Eva Jane Hagos  
Ribb Garces  
Virginia Buelo

**Fellowship Night**

Chairman: Alex Gillego  
Members: Marvin Jeresano  
Alena Parcia  
Vincent John Freo



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