




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

DIVISION MEMORANDUM

No. 261, s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Functional Area Heads
Education Program Supervisors/ Div. Coordinators
Public Schools District Supervisors/ OIC-PSDSs
Elementary and Secondary School Heads

From: 
JOSE L. DONCILLO, CESO V
Schools Division Superintendent

Re: **ZERO BACKLOG ON THE SUBMISSION OF LIQUIDATION REPORT**

Date: December 7, 2021

1. In line with the implementation of the Cash-Based Budgeting and to achieve a 100% liquidation of cash advances of school MOOE and other government funds, this Office shall conduct a monthly liquidation report day for all the elementary and secondary school heads to be done at the SDO Bulwagan ng Karunungan, Balogo Sports Complex, Balogo, Sorsogon City.
2. The activity aims to: a) achieve a zero backlog or a 100% submission of accurate/ complete liquidation report documents from the elementary and secondary school heads every month; b) prompt implementation of the programs, projects and activities in the school to address the needs of learners; and c) increase the learning outcomes of the school.
3. The schedule of the school heads per district shall be made. Assigned school heads shall report to the Office bringing with them the complete liquidation report documents for the preceding month/s. SDO finance team and other concerned personnel shall assist in the process until all the required documents are complied.
4. A *simulation activity* shall be made on December 13, 2021 at 9:00 AM at the SDO Bulwagan ng Karunungan, Balogo Sports Complex, Balogo, Sorsogon City. The list of participating school heads is hereto attached.
5. Travel and other incidental expenses to be incurred for the said activity shall be charged against local funds/ school MOOE subject the usual accounting and auditing rules and regulations.
6. For information, dissemination, guidance and compliance.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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 Region V
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1st CONGRESSIONAL DISTRICT
 PILAR 3 & 4

NO.	NAME OF SCHOOL	SCHOOL HEAD
1	Bantayan ES	Lerma M. Bujatin
2	Bulabog ES	Arwyn A. Aninipot
3	Cagbacong ES	Mary Grace Z. Pega
4	Calpi ES	Marissa H. Carilla
5	Dapdap ES	Desiree B. Magallon
6	Del Rosario ES	Sonia M. Andes
7	Esmerada ES	Marian A. Ortiz
8	Esperanza ES	Glenda L. Ravanilla
9	Ginablan ES	Ariel L. Razo
10	Inang ES	Marites L. Guamos
11	Lungib ES	Genelita Añonuevo
12	Malbog ES	Daryll V. Llona
13	Mercedes ES	Marvin James L. Robles
14	Palanas ES	Belen J. Aparicio
15	Pangpang ES	Agnes B. Loseriaga
16	Pineda ES	Marta Lea B. Cano
17	Sacnangan ES	Ailyn M. Musa
18	Salvacion ES	Jane F. Jerao
19	Bantayan NHS	Edison Lorilla
20	MT Sia NHS	Ma. Fe M. Salomon
21	Palanas NHS	Sean M. Argote

2nd CONGRESSIONAL DISTRICT
 BULUSAN SCHOOLS

NO.	NAME OF SCHOOL	SCHOOL HEAD
1	Bagacay ES	Noel Bailon
2	Buhang ES	Henry Margelino
3	Bulusan Central School	Jocelyn Garalde
4	Capiricochan ES	Irma G. Firmanes
5	Cogon ES	Jeffrey Riamon
6	Dancalan ES	Larry Frilles
7	Lalud ES	Everlasting G. Barbin
8	Porog ES	Magdalena Firmanes
9	Sabang ES	Cheryl L. Mendizabal
10	Salovacion ES	Noel Diño
11	San Antonio ES	Baby Lyn G. Fortin
12	San Bernardo ES	Ramon Atianza
13	San Francisco ES	Martha Balaoro
14	San Isidro ES	Ernesto G. Galicio
15	San Jose (Lower) ES	Reden Gabion
16	San Jose (Upper) ES	Elizabeth Fungo
17	San Rafael ES	Garry Beltran
18	San Roque ES	Ma. Corazon Mendizabal
19	Sta. Barbara ES	Albert Escota
20	Tinampo ES	Nestor Bailon
21	San Roque NHS	Estrella Baldorado



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