



JUN 24 2016
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SCHOOLS DIVISION ORDER

No. 170 series 2016

**REASSIGNMENT OF SCHOOLS' BOOKKEEPERS AND
DISBURSING OFFICERS**

TO : Public Elementary and Secondary School Heads
School Bookkeepers and Disbursing Officers
All Other Concerned

1. In the exigency of the service and to strictly comply with existing accounting and auditing rules and regulations relative to internal control of the financial operations of the Schools Division Office, the Schools Bookkeepers (Administrative Assistant III) and School Disbursing Officers (Administrative Assistant II) are hereby reassigned effective **01 July, 2016**.
2. Relative hereto and to facilitate the processing of financial obligations of the different elementary and secondary schools and the preparation and submission of financial reports to concerned offices, the following guidelines shall be strictly observed:
 - a. The School Bookkeepers shall be fielded to their respective schools from Mondays (pm) to Thursdays only and shall report to the Schools Division Office during Mondays (A.M.) and Fridays.
 - b. The School Disbursing Officers shall be stationed in the Schools Division Office from Mondays to Fridays, except in cases wherein they are required to deliver payments/checks to suppliers and submit reports to concerned offices. Hence, School Heads who are signatories of checks are requested to report to the Division Office to personally sign the checks for payment/s.
 - c. Travel allowance of the Bookkeepers and Disbursing Officers shall be charged from the MOOE of the schools.
 - d. School Heads shall monitor the attendance of the Bookkeepers assigned in their respective schools.
3. Enclosed are the School Assignments and schedule of the Bookkeepers for your guidance and information.

NAME OF SCHOOL	NAME OF SCHOOL HEAD	NAME OF SCHOOLS DISBURSING OFFICERS	NAME OF BOOKKEEPERS
Adiwang Elementary School	PHILIP B. SAGALLA	Robert Alban	Gaynnivflyn Abansi
Aguinaldo Elementary School	BETTY A. ADIWANG	Robert Alban	Gaynnivflyn Abansi
Baguio Central school	ESTHER K. LITILIT	Bebbie Dizon	Gaynnivflyn Abansi
Dominican-Mirador Elementary School	NANCY B. DUMALILI	Bebbie Dizon	Gaynnivflyn Abansi
Dontogan Elementary School	ANNIE LAURIE W. BISQUERA	Marie Liza Badol	Gaynnivflyn Abansi
Josefa Cariño Elementary School	PROSERPINA M. ESTACIO	Gina Sequerra	Gaynnivflyn Abansi
Pacday Quinio Elementary School	REMEDIOS P. QUIÑO	Marie Liza Badol	Gaynnivflyn Abansi
Quezon Hill Elementary School	ELLEN F. GRANDE	Marie Liza Badol	Gaynnivflyn Abansi
Elpidio R. Quirino Elementary School	ROSIE BEEL A. MARZO	Gina Sequerra	Gaynnivflyn Abansi
San Carlos Heights Elementary School	RUFINA A. SUANDING	Marie Liza Badol	Gaynnivflyn Abansi
San Luis Elementary School	ESTER HYDIE L. PUCDIHON	Robert Alban	Gaynnivflyn Abansi
Sto. Tomas Elementary School	VALERIANO B. ACCAD	Robert Alban	Gaynnivflyn Abansi
Irisan Elementary School	ANNIE ROSE B. CAYASEN	Gina Sequerra	Gaynnivflyn Abansi
Fairview Elementary School	FLORIDA CAEL	Bebbie Dizon	Gaynnivflyn Abansi
Gibraltar Elementary School	MARILYN TAMI-ING	Bebbie Dizon	Shirley Bengao
Rizal Elementary School	JACKSON T. CAYA-OS	Robert Alban	Shirley Bengao
Bakakeng Elementary School	ESTRELLA BULAY	Bebbie Dizon	Lobelina Ballatong
Camp 7 Elementary School	TEODORA B. BOTIS	Bebbie Dizon	Maylene Akia
Crystal Cave Elementary School	LEONILA CATUNGAL	Gina Sequerra	Maylene Akia
Dona Aurora H. Bueno Elementary School	AUGUSTO L. GAYO	Bebbie Dizon	Joan Dumaguing
Fort del Pilar Elementary School	AMALIA K. MICKLAY	Marie Liza Badol	Joan Dumaguing
Happy Hollow Elementary School	GEMMA M. LOMBOY	Marie Liza Badol	Joan Dumaguing
Jose P. Laurel Elementary School	SOSIMO B. LEAL	Gina Sequerra	Shirley Bengao
Lindawan Elementary School	MARIBETH A. CUARESMA	Marie Liza Badol	Joan Dumaguing
Loakan Elementary School	CYNTHIA P. VITAGAN	Marie Liza Badol	Joan Dumaguing
Manuel L. Quezon Elementary School	DANILO P. GAYAO	Robert Alban	Lobelina Ballatong
Manuel A. Roxas Elementary School	WILMA BITENG	Robert Alban	Lobelina Ballatong
San Vicente Elementary School	JULIET R. MAMARIL	Bebbie Dizon	Lobelina Ballatong
SPED Center (FL)	NIÑO M. TIBANGAY	Gina Sequerra	Maylene Akia
Kias Elementary School	MARILYN DAILAY	Gina Sequerra	Maylene Akia
Baguio Country Club Village PS	JEANNETTE T. LACANA	Gina Sequerra	Shirley Bengao
Springhills Elementary School	BRIGITTE Y. GALONG	Robert Alban	Maylene Akia
Alfonso Tabora ES	HERMOSO P. BUNNOL	Bebbie Dizon	Conrado Aguilar
Bonifacio Elementary school	MARGIE C. ESTOESTA	Bebbie Dizon	Conrado Aguilar
Lucban Elementary school	JOSEPH A. ESTIGOY	Bebbie Dizon	Conrado Aguilar
Magsaysay Elementary School	LUZ F. SORIANO	Marie Liza Badol	Conrado Aguilar
Pinget Elementary School	HELEN C. ACOP	Robert Alban	Conrado Aguilar
Pinsao Elementary School	LIGAYA N. ANNAWI	Robert Alban	Conrado Aguilar
Quirino Hill ES	CORAZON C. AMLAG	Marie Liza Badol	Conrado Aguilar
Don Mariano Marcos Elementary School	ALICE B. ALAGON	Gina Sequerra	Conrado Aguilar
Dona Aurora Elementary School	MARIE D. SILLATOC	Gina Sequerra	Conrado Aguilar
Doña Nicasia Puyat ES	DAVID G. MENDOZA	Gina Sequerra	Conrado Aguilar
Apolinario Mabini ES	CASTRO P. CANUTO	Marie Liza Badol	Conrado Aguilar
Brookspoint Elementary School	ELIZABETH T. ESPINOSA	Robert Alban	Conrado Aguilar
Holy Ghost Extension ES	MANUEL B. AGBUNAG	Robert Alban	Conrado Aguilar

NAME OF SCHOOL	NAME OF SCHOOL HEAD	NAME OF SCHOOLS DISBURSING OFFICERS	NAME OF BOOKKEEPERS
Bakakeng National High	JANE MARIE M. NGOLAB	Robert Alban	Lobelina Ballatong
Doña Aurora National High	ERWIN ROBERT D. ALLAGA	Bebbie Dizon	Shirley Bengao
Happy Hallow National	JAYRE ROSE S. GUEVARRA	Marie Liza Badol	Joan Dumaguing
Lindawan National High	ROSALIA A. OCYADEN	Marie Liza Badol	Joan Dumaguing
Rizal National High	LEONARDO T. ZAMBRANO	Marie Liza Badol	Joan Dumaguing
San Vicente National High	LUCIA T. CASIM	Robert Alban	Lobelina Ballatong
Sto. Tomas National High	VIRGINIA C. ALINDAYO	Robert Alban	Lobelina Ballatong
Guisad Valley National	BRENDA CARIÑO	Gina Sequerra	Maylene Akia
Joaquin Smith National	ROSANNA D. DIZON	Gina Sequerra	Maylene Akia
Magsaysay National High School	IRENE CHAANGAN	Bebbie Dizon	Shirley Bengao
Mil-an National High School	EDWARD VICENTE	Marie Liza Badol	Joan Dumaguing
Dominican-Mirador National High School	MARCIAL L. LAMI-ING	Gina Sequerra	Maylene Akia
Pinget National High	MA. LOURDES B. DUMPAYAN	Bebbie Dizon	Shirley Bengao
Quezon Hill National High	MA. JOAN D. ANDAYAN	Gina Sequerra	Maylene Akia
Pinsao National High School	JESUSA R. YADAO	Bebbie Dizon	Shirley Bengao
Roxas National High School	LILLIAN S. PAGULONGAN	Robert Alban	Lobelina Ballatong