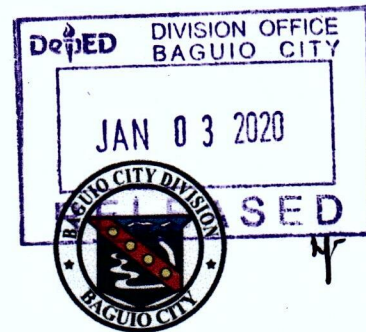




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
No. 82 Military Cut-Off, Baguio City



January 3, 2020

Division Memorandum No. 02, s. 2020

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2019 YEAR-END FINANCIAL REPORTS**

To: Public Secondary School Heads (IUs)  
Administrative Assistant II/ Administrative Assistant III (IUs and Division-based)  
All Others Concerned

1. Please be informed of the Division Seminar-Workshop on the Preparation of CY 2019 Year-end Financial Reports on January 8-10, 2020 at the SDO Baguio City Conference Hall.
2. The seminar-workshop aims to:
  - a. Facilitate the reconciliation of fund releases and reciprocal accounts;
  - b. Facilitate the preparation, review and submission of accurate and timely mid-year financial reports of all operating units; and
  - c. Address financial and budgetary issues confronting the implementing units.
3. Attached is the list of participants to the said meeting.
4. Immediate dissemination of this memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
No. 82 Military Cut-Off, Baguio City



**LIST OF PARTICIPANTS:**

	<b>NAME</b>	<b>DESIGNATION</b>	<b>ASSIGNMENT</b>	<b>SEX</b>
1	Lilibeth G. Degsi	Accountant III	D.O/ Accounting Unit	Female
2	Lesli N. Tongyofen	Admin Officer II	D.O/ Accounting Unit	Female
3	Haydee Yorie B. Dumarán	Admin Assistant I	D.O/ Budget Unit	Female
4	Christina L. Estigoy	Admin Assistant III	D.O/ Budget Unit	Female
5	Lorraine B. Lomas-e	Admin Assistant III	Baguio City NHS	Female
6	Cherry B. Padonga	Admin Assistant III	Irisan NHS	Female
7	Khaju Luisa P. Fedcheck	Admin Assistant III	Guisad Valley NHS	Female
8	Jamie Lou D. Bartolome	Admin Assistant II	Magsaysay NHS	Female
9	Joan B. Dumaguing	Admin Assistant III	Mil-an NHS	Female
10	Wilson G. Wa-ay	Admin Assistant III	Pines City NHS	Male
11	Patricia L. De Guzman	Admin Assistant III	Roxas NHS	Female