



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

January 5, 2021

Division Memorandum
 No. 03, s. 2021

DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF CY 2020 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 2020 Year-end Financial Reports on January 6-8, 2021 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.

M. Verano
MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

1-5-21



Address: 82 Military Cut-off Road,
 Baguio City

Contact Numbers (Area Code: 074):

SDS Office	442-7819	Supply Office	442-4393
Accounting Office	442-4326	Alternative Learning System (ALS)	442-4393
Budget Office	442-4326	FVR Gym	246-0163
Front Desk Office	442-4326	Commission on Audit	424-1379
Planning & Research	446-6738		



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LIST OF PARTICIPANTS:

	NAME	DESIGNATION	ASSIGNMENT	SEX
1	Belen R. Tomin	Budget Officer III	D.O/ Budget Unit	Female
1	Lilibeth G. Degsi	Accountant III	D.O/ Accounting Unit	Female
2	Zeny Dee F. Aglasi	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



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