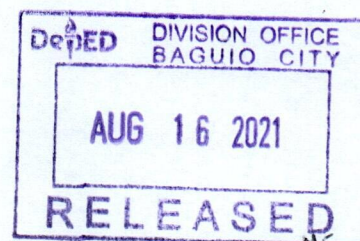


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



August 13, 2021

Division Memorandum  
No. 218, s. 2021

**CONDUCT OF SEMINAR-WORKSHOP ON APPRECIATING THE BASICS  
OF ACCOUNTING, BUDGET AND CASH (ABC)**

To: Finance Personnel (Implementing Units and Division-based)  
All Others Concerned

1. Please be informed of the Seminar-Workshop on Appreciating the Basics of Accounting, Budget and Cash (ABC) on August 18-20, 2021 (1<sup>st</sup> Batch) and September 7-9, 20201 (2<sup>nd</sup> Batch) at the SDO Baguio City Conference Hall, from 8AM to 5PM.
2. The seminar-workshop aims to:
  - a. Improve knowledge of all the accounting staff (Male or Female) involved in financial transactions by familiarizing them with the Accounting Elements, Chart of Accounts and Accounting Equation;
  - b. Enhance the skills of the staff in integrating gender lens and perspective in their project proposals recording and classifying financial transactions; and
  - c. Provide adequate capacity-building to develop Administrative Assistants and other personnel involved in financial transactions especially on the preparation of financial reports;
3. Attached is the list of participants for the seminar-workshop.
4. Immediate dissemination of this memorandum is desired.

**FEDERICO P. MARTIN, EdD., CEEd, CESO V**  
Schools Division Superintendent



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**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**LIST OF PARTICIPANTS:**

**Batch 1**

	<b>NAME</b>	<b>DESIGNATION</b>	<b>ASSIGNMENT</b>	<b>SEX</b>
1	Lilibeth G. Degsi	Accountant III	D.O/ Accounting Unit	Female
2	Conrado Aguilar	Administrative Assistant III	D.O/ Accounting Unit	Male
3	Edward Oliver Aspuria	Administrative Assistant II	D.O/ Accounting Unit	Male
4	Mary Joan F. Baldo	Administrative Assistant III	D.O/ Accounting Unit	Female
5	Berzon C. Billy	Administrative Assistant III	D.O/ Accounting Unit	Male
6	Arlani Buccat	Administrative Assistant II	D.O/ Accounting Unit	Female
7	Marife O. Cachero	Administrative Assistant III	D.O/ Accounting Unit	Female
8	Isheen Leva B. Codley	Administrative Assistant III	D.O/ Accounting Unit	Female
9	Bebsie Dizon	Administrative Assistant III	D.O/ Accounting Unit	Female
10	Honeylette C. Engnggeg	Administrative Assistant III	D.O/ Accounting Unit	Female
11	Elaiza Shane A. Gumuwang	Administrative Assistant III	D.O/ Accounting Unit	Female
12	Kristine R. Gundran	Administrative Assistant II	D.O/ Accounting Unit	Female
13	Helaine Joy B. Kimakim	Administrative Assistant III	D.O/ Accounting Unit	Female
14	Omar Olba	Administrative Assistant III	D.O/ Accounting Unit	Male
15	Katrina B. Oliva	Administrative Assistant III	D.O/ Accounting Unit	Female
16	Cherish R. Posadas	Administrative Assistant III	D.O/ Accounting Unit	Female
17	Elsa Rabara	Administrative Assistant III	D.O/ Accounting Unit	Female
18	Micaela C. Sepal	Administrative Assistant II	D.O/ Accounting Unit	Female



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**BATCH 2**

	<b>NAME</b>	<b>DESIGNATION</b>	<b>ASSIGNMENT</b>	<b>SEX</b>
1	Belen R. Tomin	Budget Officer III	D.O/ Budget Unit	Female
2	Nieves D. Ebanio	Administrative Officer IV	D.O/ Personnel Unit	Female
3	Aiza B. Alban	Administrative Assistant I	D.O/ Budget Unit	Female
4	Delfin S. Ayyang	Administrative Assistant III	Baguio City NHS - main	Male
5	Maria G. Balicag	Administrative Assistant II	Baguio City NHS - main	Female
6	Jamie Lou D. Bartolome	Administrative Assistant III	Magsaysay NHS	Female
7	Beverly S. Busaing	Administrative Assistant III	D.O/ Cash Unit	Female
8	Djaizelle P. Dacay	Administrative Assistant III	Guisad Valley NHS	Female
9	Patricia L. De Guzman	Administrative Assistant III	Roxas NHS	Female
10	Arlene A. Dilla	Administrative Assistant II	Irisan NHS	Female
11	Joan O. Dumaguing	Administrative Assistant III	Mil-an NHS	Female
12	Haydee Yorie B. Dumaran	Administrative Assistant III	D.O/ Budget Unit	Female
13	Christina L. Estigoy	Administrative Assistant III	D.O/ Budget Unit	Female
14	Maria Milagrosa A. Galera	Administrative Officer II	D.O/ Cash Unit	Female
15	Betty M. Mayaen	Administrative Assistant II	Magsaysay NHS	Female
16	Eryl Kate G. Milet	Administrative Assistant II	Mil-an NHS	Female
17	Cherry B. Padonga	Administrative Assistant III	Irisan NHS	Female
18	Elvie F. Salisa	Administrative Assistant II	Guisad Valley NHS	Female
19	Kimberly Mae P. Tabora	Administrative Assistant II	Roxas NHS	Female



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