

November 23, 2022

Division Memorandum
No. 477, s. 2022

**CONDUCT OF SEMINAR-WORKSHOP ON APPRECIATING THE BASICS
OF ACCOUNTING, BUDGET AND CASH (ABC)_SERIES 2**

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)_Series 2 on December 1,2 and 5, 2022 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



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

LIST OF PARTICIPANTS:

ONSITE PARTICIPANTS: ACCOUNTING UNIT

	NAME	DESIGNATION	ASSIGNMENT	SEX
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	Bebsie Dizon	Administrative Assistant III	D.O/ Accounting Unit	Female
7	Loida T. Durante	Administrative Assistant III	D.O/ Accounting Unit	Female
8	Honeylette C. Engngeg	Administrative Assistant III	D.O/ Accounting Unit	Female
9	Elaiza Shane A. Gumuwang	Administrative Assistant III	D.O/ Accounting Unit	Female
10	Kristine R. Gundran	Administrative Assistant III	D.O/ Accounting Unit	Female
11	Helaine Joy B. Kimakim	Administrative Assistant III	D.O/ Accounting Unit	Female
12	Omar Olba	Administrative Assistant III	D.O/ Accounting Unit	Male
13	Katrina B. Oliva	Administrative Assistant III	D.O/ Accounting Unit	Female
14	Cherish R. Posadas	Administrative Assistant III	D.O/ Accounting Unit	Female
15	Sharon Joy C. Galera	Administrative Assistant II	D.O/ Accounting Unit	Female
16	Aiza B. Alban	Administrative Assistant III	D.O/ Accounting Unit	Female
17	Alyssa T. Musni	Administrative Assistant III	D.O/ Accounting Unit	Female

ONSITE PARTICIPANTS: BUDGET UNIT

18	Haydee Yorie B. Dumarán	Administrative Assistant III	D.O/ Budget Unit	Female
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19	Karyl Paz W. De Leon	Administrative Assistant III	D.O/ Budget Unit	Female
20	Aira Mae L. Ongngad	Administrative Aide IV	D.O/ Budget Unit	Female

ONSITE PARTICIPANTS : CASH UNIT

21	Maria Milagrosa A. Galera	Administrative Officer IV	D.O/ Cash Unit	Female
22	Denise Paola B. Garcia	Administrative Aide IV	D.O/ Cash Unit	Female

ONSITE PARTICIPANTS : ICT UNIT

23	Mark Ronald Cabatic	Computer Operator II	D.O/ ICT Unit	Male
24	Josef Eric Oliveros	Administrative Officer II	D.O/ ICT Unit	Male

ONSITE PARTICIPANTS : IMPLEMENTING UNIT – BOOKKEEPERS

25	Jeric B. Mangmangon	Administrative Assistant III	Magsaysay National High School	Male
26	Cherry B. Padonga	Administrative Assistant III	Irisan National High School	Female
27	Wilson Wa-ay	Administrative Assistant III	Pines City National High School	Male
28	Jose D. Dacwag	Administrative Assistant III	Guisad Valley National High School	Male
29	Joan Dumaguing	Administrative Assistant III	Mil-an National High School	Female
30	Nellie Moyamoy	Administrative Assistant III	Roxas National High School	Female
31	Myrene R. Ferrer	Administrative Assistant III	Baguio City National High School - Main	Female

ONSITE PARTICIPANTS : IMPLEMENTING UNIT – DISBURSING OFFICERS

32	Betty M. Mayaen	Administrative Assistant II	Magsaysay NHS	Female
33	Lea Marie B. Laureano	Administrative Assistant II	Roxas NHS	Female
34	Maria Balicag	Administrative Officer I	BCNHS - Main	Female
35	Arlene A. Dilla	Administrative Assistant II	Irisan NHS	Female
36	Eryl Kate G. Milet	Administrative Assistant II	Mil-an NHS	Female
37	Elvie Salisa	Administrative	Guisad Valley NHS	Female



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		Assistant II		
38	Sharon Estocapio	Administrative Officer I	Pines City NHS	Female

ONSITE PARTICIPANTS : ADMINISTRATIVE OFFICERS

39	Eleonor Grace V. Bautista	Administrative Officer II	San Carlos Heights ES	Female
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ONLINE PARTICIPANTS : ADMINISTRATIVE OFFICERS

40	Belen R. Tomin	Budget Officer III	D.O/ Budget Unit	Female
41	Patricia De Guzman	Administrative Officer II	Fairview ES/ Quezon Hill NHS	Female
42	Marife O. Cachero	Administrative Officer II	DAHBS ES/ Bakakeng NHS	Female
43	Catalina A. Lomasok	Administrative Officer II	Sto. Tomas ES/ Sto. Tomas NHS	Female
44	Maria Suzzette S. Lagasca	Administrative Officer II	Crystal Cave ES/ Adiwang ES	Female
45	Djaizelle P. Dacay	Administrative Officer II	Mabini ES	Female
46	Elsa M. Rabara	Administrative Officer II	Don Mariano ES/ Holyghost Ext. ES	Female
47	Isheen Leva B. Codley	Administrative Officer II	Camp 7 ES/ Jose P. Laurel ES	Female
48	Jamie Lou D. Bartolome	Administrative Officer II	Dominican-Mirador ES/ Dominican-Mirador NHS	Female
49	Patricia Veronica B. Torres	Administrative Officer II	Gibraltar ES/ Rizal NHS	Female
50	Bonnaih D. Fagyan	Administrative Officer II	San Luis ES/ Joaquin NHS	Female
51	Fevie B. Cosi	Administrative Officer II	Springhills ES/ BCNHS Fort del Pilar Annex	Female
52	Benjamin L. Tudias Jr.	Administrative Officer II	Brookspoint ES/ Doña Aurora NHS	Male
53	Charlie P. Atimpao	Administrative Officer II	Pacday Quinio ES	Male
54	Christina L. Estigoy	Administrative Officer II	Lindawan ES/ Lindawan NHS	Female



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55	Delfin S. Ayyang	Administrative Officer II	Pinsao ES/ Pinsao NHS	Male
56	Beverly S. Busaing	Administrative Officer II	Quirino Hill ES/ Pinget NHS	Female
57	Kevin Tadao	Administrative Officer II	Doña Nicasia ES/ Irisan ES	Male
58	Robert B. Alban	Administrative Officer II	Aguinaldo ES	Male
59	Zeny Dee F. Aglasi	Administrative Officer II	Loakan ES	Female
60	Mel W. Alingbas	Administrative Officer II	Lucban ES	Male
61	Marie Liza T. Badol	Administrative Officer II	Dontogan ES	Female
62	Gina S. Bantic	Administrative Officer II	Magsaysay ES/ Tabora ES	Female
63	Belin A. Carbonel	Administrative Officer II	Quezon Hill ES	Female
64	Dennis E. Daniwis	Administrative Officer II	Doña Aurora ES	Male
65	Nemhel D. Escobar	Administrative Officer II	Elpidio Quirino ES	Male
66	Ezra C. Fiao-ag	Administrative Officer II	Fort del Pilar ES	Female
67	Rachell C. Flordeliza	Administrative Officer II	Baguio SPED Center	Female
68	Jovelyn A. Guilas	Administrative Officer II	Roxas ES	Female
69	Lorraine Marc B. Lomas-e	Administrative Officer II	Rizal ES	Female
70	Airah Kaye D. Naron	Administrative Officer II	Quezon ES	Female
71	Raquel Janelle S. Tigcangay	Administrative Officer II	Pinget ES	Female
72	Alice D. Milan	Administrative Officer II	San Vicente ES	Female



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