

March 7, 2023

**DIVISION MEMORANDUM**

No. 095, s. 2023

**CONDUCT OF ORIENTATION ON PROCEDURAL GUIDELINES ON THE  
MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER  
OPERATING EXPENSES AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS  
PURSUANT TO COA, DBM, AND DEPED JOINT CIRCULAR NO. 2019-1**

To: ALL Public Elementary and Secondary School Heads  
Administrative Assistants (Finance – School and DO Proper)  
All Others Concerned

1. Please be informed of the conduct of Orientation on Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM, and DepEd Joint Circular No. 2019-1 on March 17, 2023 at the Presidential Fidel V. Ramos Building, 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., CEdd, CESO V**  
Schools Division Superintendent



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**SCHOOLS DIVISION OF BAGUIO CITY**

**LIST OF PARTICIPANTS:**

	NAME	DESIGNATION	SEX
<b>ACCOUNTING UNIT</b>			
1	Lilibeth G. Degsi	Accountant III	Female
2	Conrado Aguilar	Administrative Assistant III	Male
3	Edward Oliver Aspuria	Administrative Assistant II	Male
4	Mary Joan F. Baldo	Administrative Assistant III	Female
5	Berzon C. Billy	Administrative Assistant III	Male
6	Bebbie Dizon	Administrative Assistant III	Female
7	Loida T. Durante	Administrative Assistant III	Female
8	Honeylette C. Engngeg	Administrative Assistant III	Female
9	Elaiza Shane A. Gumuwang	Administrative Assistant III	Female
10	Kristine R. Gundran	Administrative Assistant III	Female
11	Jahnet R. Simon	Administrative Assistant II	Female
12	Omar Olba	Administrative Assistant III	Male
13	Katrina B. Oliva	Administrative Assistant III	Female
14	Cherish R. Posadas	Administrative Assistant III	Female
15	Sharon Joy C. Galera	Administrative Assistant II	Female
16	Aiza B. Alban	Administrative Assistant III	Female
17	Alyssa T. Musni	Administrative Assistant III	Female
18	Lita M. Conde	Administrative Assistant II	Female



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19	Jomarie T. Cordero	Administrative Assistant II	Female
<b>BUDGET UNIT</b>			
1	Belen R. Tomin	Budget Officer III	Female
2	Aira Mae L. Ongngad	Administrative Assistant II	Female
3	Karyl Dela Paz	Administrative Officer II	Female
<b>CASH UNIT</b>			
1	Maria Milagrosa Galera	Administrative Officer IV	Female
2	Denise Paola Garcia	Administrative Aide VI	Female
<b>IMPLEMENTING UNITS- BOOKEEPERS</b>			
1	Jeric B. Mangmangon	Administrative Assistant III	Male
2	Cherry B. Padonga	Administrative Assistant III	Female
3	Wilson Wa-ay	Administrative Assistant III	Male
4	Jose D. Dacwag	Administrative Assistant III	Male
5	Joan Dumaguing	Administrative Assistant III	Female
6	Nellie Moyamoy	Administrative Assistant III	Female
7	Myrene R. Ferrer	Administrative Assistant III	Female
8	Betty M. Mayaen	Administrative Assistant II	Female
9	Lea Marie B. Laureano	Administrative Assistant II	Female
10	Maria Balicag	Administrative Officer I	Female
11	Arlene A. Dilla	Administrative Assistant II	Female
12	Eryl Kate G. Milet	Administrative Assistant II	Female



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13	Elvie Salisa	Administrative Assistant II	Female
14	Sharon Estocapio	Administrative Officer I	Female
<b>ADMINISTRATIVE OFFICERS</b>			
1	Zeny Dee F. Aglasi	Administrative Officer II	Female
2	Robert B. Alban	Administrative Officer II	Male
3	Mel W. Alingbas	Administrative Officer II	Male
4	Charlie P. Atimpao	Administrative Officer II	Male
5	Delfin S. Ayyang	Administrative Officer II	Male
6	Marie Liza T. Badol	Administrative Officer II	Female
7	Gina S. Bantic	Administrative Officer II	Female
8	Jamie Lou D. Bartolome	Administrative Officer II	Female
9	Eleonor Grace V. Bautista	Administrative Officer II	Female
10	Beverly S. Busaing	Administrative Officer II	Female
11	Marife O. Cachero	Administrative Officer II	Female
12	Belin A. Carbonel	Administrative Officer II	Female
13	Isheen Leva B. Codley	Administrative Officer II	Female
14	Djaizelle P. Dacay	Administrative Officer II	Female
15	Dennis E. Daniwis	Administrative Officer II	Male
16	Patricia L. De Guzman	Administrative Officer II	Female
17	Nemhel D. Escobar	Administrative Officer II	Male
18	Christina L. Estigoy	Administrative Officer II	Female



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19	Bonnaih D. Fagyan	Administrative Officer II	Female
20	Ezra C. Fiao-ag	Administrative Officer II	Female
21	Rachell C. Flordeliza	Administrative Officer II	Female
22	Jovelyn A. Guilas	Administrative Officer II	Female
23	Maria Suzzette S. Lagasca	Administrative Officer II	Female
24	Lorraine Marc B. Lomas-e	Administrative Officer II	Female
25	Catalina A. Lomasok	Administrative Officer II	Female
26	Alice D. Milan	Administrative Officer II	Female
27	Aira Kaye D. Naron	Administrative Officer II	Female
28	Elsa M. Rabara	Administrative Officer II	Female
29	Kevin Tadao	Administrative Officer II	Male
30	Raquel Janelle S. Tigcangay	Administrative Officer II	Female
31	Patricia Veronica B. Torres	Administrative Officer II	Female
32	Benjamin Jr. L. Tudias	Administrative Officer II	Male
33	Fevie B. Cosi	Administrative Officer II	Female
34	Phoebe F. Eguia	Administrative Officer II	Female
35	Evelyn A. Pasul	Administrative Officer II	Female
36	Apple Joy B. Fortea	Administrative Officer II	Female
37	Rachelle D. Garcia	Administrative Officer II	Female
38	Lesner A. Ngagan	Administrative Officer II	Male
39	Engelbert A. Cacho	Administrative Officer II	Male



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40	Julienne Mae A. Gacutan	Administrative Officer II	Female
41	Mylene James	Administrative Officer IV	Female
42	Lesli Tongyofen	Administrative Officer II	Female
<b>SCHOOL HEADS</b>			
1	Stephen C. Dorianio	HTI	Male
2	Danilo P. Gayao	PIV	Male
3	Lilybeth B. Balutoc	ASSPII	Female
4	Jane Marie M. Ngolab	PI	Female
5	Riona B. Copiling	MTII	Female
6	Grace M. Domingo	HTI	Female
7	Maria Joan D. Andayan	PI	Female
8	Ma. Lourdes B. Dumpayan	PII	Female
9	Marilou T. Gomeyac	PI	Female
10	Lucia T. Casim	PI	Female
11	Rosalia A. Ocyaden	ASSPII	Female
12	Jesusa R. Yadao	PI	Female
13	Sharon Christianie R. Castillo	P1	Female
14	Gemma N. Lomboy	PII	Female
15	Ligaya Annawi	PII	Female
16	Rosie Beel A. Marzo	PIII	Female
17	Agnes P. Lomas-e	HTIII	Female



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18	Gloria A. Catiyan	PI	Female
19	Ellen F. Grande	PI	Female
20	Lillie A. Vinluan	HTII	Female
21	Jeannette T. Lacana	PI	Female
22	Helen C. Acop	PI	Female
23	Proserpina M. Estacio	PIII	Female
24	Octavia M. Pedro	PI	Female
25	Estrella B. Bulay	PI	Female
26	Nancy Dumalili	OIC Principal/PSDS	Female
27	Maria O. Palsi	PII	Female
28	Renita E. Laranang	PI	Female
29	Julia A. Biligan	PI	Female
30	Jacqueline L. Fianza	PI	Female
31	Juliet R. Mamaril	PII	Female
32	Leonila C. Catungal	PI	Female
33	Ester Hydie L. Pucdihon	PI	Female
34	Esther K. Litilit	PIV	Female
35	Zenaida C. Kunayon	PI	Female
36	Jane L. Adolfo	PI	Female
37	Amalia K. Micklay	PII	Female
38	Luz F. Soriano	PI	Female



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39	Valeriano B. Accad	PI	Female
40	Brendalee C. Awingan	OIC Principal/PSDS	Female
41	Annie Laurie W. Bisquera	PII	Female
42	Alice B. Masidong	PI	Female
43	Florida F. Cael	PI	Female
44	Marie D. Sillatoc	PII	Female
45	Brigitte Y. Galong	PI	Female
46	Teodora B. Botis	PI	Female
47	Remedios P. Quiño	PIV	Female
48	Wilma S. Biteng	PII	Female
49	Philip B. Sagalla	PI	Male
50	Victor A. Fernandez	EPS II	Male
51	Erwin Robert D. Allaga	HTI	Male
52	Rommel L. Manzano	PI	Male
53	Janet B. Pascua	HTI	Female
54	Hermoso P. Bunnol	PI	Male
55	Rey D. Gapasin	HTI	Male
56	Jimmy B. Garcia Jr.	HTIII	Male
57	Elizabeth Teng-eg	OIC Principal/MTII	Female
58	Joseph A. Estigoy	PIII	Male
59	Marcial L. Lami-ing	PI	Male



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60	Christopher D. Basing-at	HTI	Male
61	Jackson T. Caya-os	PI	Male
62	Jerry D. Walsiyan	HT 1	Male
63	Nickcarter C. Gonzalo Jr.	HTI	Male
64	Leonardo Zambrano	ASSPII	Male
65	Felto Agpawa	MTII	Male
66	Whitney A. Dawayen	PIV	Male
67	Edward C. Vicente	PII	Male
<b>Administrative Assistant</b>			
1	Randy Bohol	Administrative Assistant II	Male



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