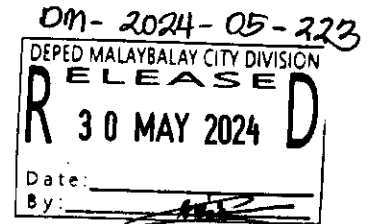




Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

NO. 223, s. 2024

TO: Elementary and Secondary School Financial Staff
 Administrative Officers II (Elementary)
 Accounting and Budget Services, Division Office
 All Others Concerned
 This Division

FROM: **CHERRY MAE L. LIMBACO-REYES**
 Schools Division Superintendent

DATE: May 29, 2024

SUBJECT: **WORKSHOP ON THE RECONCILIATION AND LIQUIDATION OF
 DOWNLOADED FUNDS AND CASH ADVANCES FOR CY 2024 CUM
 VALIDATION OF DISBURSEMENT AND INVENTORY RELATED
 REPORTS**

1. In order to ensure that the DepEd Order 29, s. 2019 entitled Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses ~~and Program~~ Funds of Non-Implementing Units will be complied, this office through the ~~Accounting~~ Unit shall hold a workshop on *June 4, 2024 (Tuesday) at The Garden's Party Venue, Clara M Recto Street, Malaybalay City* and on *June 5 (Wednesday) at GAD Multipurpose Hall, Castsang Malaybalay City at 8 o'clock in the morning.*
2. At the end of the workshop, the participants are expected to:
 - i. Evaluate submitted Liquidation Reports;
 - ii. Review and reconcile submitted Monthly Reconciliation Statements;
 - iii. Revise necessary corrections based on the findings made;
 - iv. Reconcile the amounts downloaded, liquidated and balances of cash advances;
 - v. Prepare, finalize and collect signed Authority to debit/Credit Account (Annex G);
 - vi. Validate disbursement and inventory related documents for CY 2024 and prior years; and
 - vii. Recognize personnel who have made significant contribution in the overall financial performance.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph





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3. The registration fee in the amount of *Nine Hundred Seventy Six & 00/100 Pesos Only (Php 976.00)* of school personnel shall be deducted from the School MOOE which shall cover cost of meals, snacks, and other training expenses incurred for the workshop. Travelling expenses of the participants shall be charged against the School MOOE subject to the existing accounting and auditing rules and regulations.
4. Registration fee of the participants from the school was deducted from the release of the 3rd Quarter School MOOE. While the registration fee of Division Office personnel was charged against Division MOOE.
5. For compliance.

TO BE POSTED ON WEBSITE

Enclosure: Official List of Participants



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Email Address: malaybalay.city@deped.gov.ph



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Official List of Participants

NO.	Complete Name	Position	School
1	AILYN P. TALAMAN	Administrative Assistant II	San Martin Agro-Industrial National High School
2	AIRIEL E. GULLE	Administrative Assistant II	Bangcud Central School
3	AISADEL MARIE P. MONTEFALCON	Administrative Assistant II	Zamboanguita Central School
4	BARBETTE FAME R. DIABORDO	Administrative Assistant II	Kalasangay National High School-SHS
5	BOB FORTUNE C. MASKARINO	Administrative Assistant II	Lalawan National High School
6	CALVIN B. CRUZ	Administrative Assistant II	Casisang Central Integrated School
7	CHRIZEL JANE S. ALARCON	Administrative Assistant II	Can-ayan Integrated School
8	CORAZON C. PASULOJAN	Administrative Assistant II	Sumpong Central School
9	DAYANARA A. MALLARI	Administrative Assistant II	Malaybalay City Central School
10	GENETH L. MUTIA	Administrative Assistant II	Airport Village Elementary School
11	GLADYS S. ALONZO	Administrative Assistant II	Malaybalay City National High School
12	IRENE U. DELA CALSADA	Administrative Assistant II	Managok Central School
13	IRISH D. CLARETE	Administrative Assistant II	Casisang National High School-SHS
14	IVAN RAY B. POJAS	Administrative Assistant II	Magsaysay Integrated School
15	JANE B. CANGBANGAY	Administrative Assistant II	Tuburan Integrated School
16	JEANNE CRISEL JOY C. GAMALO	Administrative Assistant II	Linabo Central School
17	JENILYN P. CANONIGO	Administrative Assistant II	Silae National High School
18	JENNIFER B. ROMANILLOS	Administrative Assistant II	Casisang Senior High School-SHS
19	JUVY ANN N. COQUILLA	Administrative Assistant II	Kalasangay Central School
20	KATLEEN KRISTY M. BAUL	Administrative Assistant II	Malaybalay City National High School
21	KHESSANDRA LOU M. ASTUDILLO	Administrative Assistant II	Silae National High School
22	LANCE M. JAMAGO	Administrative Assistant II	Aglayan Central School
23	LAUREEN MARIE L. LIMENA-RICARTE	Administrative Assistant II	Malaybalay City National Science High School
24	LIZA L. ELNAR	Administrative Assistant II	Busdi Integrated School- Elementary
25	NEMSIE C. SALVO	Administrative Assistant II	Dalwangan Elementary School
26	PHOEBE MAE P. BARSOBIA	Administrative Assistant II	Dalwangan National High School- SHS
27	ROBERT JOHN M. SOLITO	Administrative Assistant II	Imbayao National High School- SHS
28	SHEILA MAY T. AMBRAD	Administrative Assistant II	Can-ayan Integrated School- SHS
29	SHIRLEY E. MONSANTO	Administrative Assistant II	Malaybalay City National Science High School
30	ALMIRA G. NABOR	Administrative Assistant II	Pighalugan Elementary School
31	ALVIN JOHN D. LABATA	Administrative Assistant III	Can-ayan Integrated School
32	ANIL U. QUINDALA	Administrative Assistant III	Malaybalay City National High School
33	ARIEL D. GARCIA	Administrative Assistant III	Patpat Elementary School
34	EARL D. MAQUIDO	Administrative Assistant III	Silae Elementary School
35	EDWIN C. ESPERLITA JR.	Administrative Assistant III	Malaybalay City National Science High School
36	FLORA MAE D. CAVAN	Administrative Assistant III	Managok Central School
37	GLAIVE MAY D. MULAWAN	Administrative Assistant III	Aglayan Central School
38	GWENDOLYN G. QUIRONG	Administrative Assistant III	Tintinaan Elementary School
39	GINDY O. LAMBIGUIT	Administrative Assistant III	Casisang Central Integrated School
40	HEINRICH ALWYN S. UN	Administrative Assistant III	Magsaysay Integrated School
41	IRISH J. CAGAT-CAGAT	Administrative Assistant III	San Martin Agro-Industrial National High School
42	JAYSON E. BUTAL	Administrative Assistant III	Incalbog Elementary School
43	JECHEL L. TUGADE	Administrative Assistant III	Linabo Central School
44	JEROME L. ASTUDILLO	Administrative Assistant III	Zamboanguita Central School
45	JOSEPH JASON A. LIM	Administrative Assistant III	Caburacanan Elementary School
46	JOY MAE H. ANECIO	Administrative Assistant III	Matangpatang Elementary School
47	JUNNIE VON B. TANDAYAG	Administrative Assistant III	Casisang National High School
48	KAROLE LENIN T. TIROL	Administrative Assistant III	Bangcud Central School
49	KING JAMES T. BRANZUELA	Administrative Assistant III	Kibalabag Integrated School
50	LEE A. EJEM	Administrative Assistant III	Malaybalay City Central School
51	LOUELLA CHRISTIE T. JACULBE	Administrative Assistant III	Airport Village Elementary School
52	LOUIE JAY G. TITO	Administrative Assistant III	Simaya Elementary School
53	MARIA LIZA G. BAHIAN	Administrative Assistant III	Kalasangay Central School
54	MERAFEL CRIS B. MAQUE	Administrative Assistant III	Sta. Ana Elementary School
55	MICHAEL ANGELO D. DESLATE	Administrative Assistant III	Dalwangan Elementary School
56	NEIL MAR B. CRUZADO	Administrative Assistant III	Dumayas Elementary School
57	REINJO V. VALDEHUESA	Administrative Assistant III	Busdi Integrated School
58	WALDEMAR D. PADLA	Administrative Assistant III	Sumpong Central School
59	ALVE ANNE CHRISTY B. BENDIJO	Administrative Officer II	Kibalabag Integrated School
60	ANABELLE B. MIQUIABAS	Administrative Officer II	Malaybalay City Central School
61	ANGELI ANN T. MEDIDAS	Administrative Officer II	Aglayan Central School
62	APRILLE MAE H. BANDONG	Administrative Officer II	Macote Elementary School
63	ARCHILLE B. CONOL	Administrative Officer II	Bangcud Central School

64	BONNA B. LINCASAN	Administrative Officer II	Laguitas Elementary School
65	BRAYAN B. GARCES	Administrative Officer II	Kibalabag Elementary School
66	CELESTE G. GALORIO	Administrative Officer II	San Martin Elementary School
67	CHERYL JANE C. PEÑALOSA	Administrative Officer II	San Jose Elementary School
68	CLEMENTINA O. MADRONERO	Administrative Officer II	BCT Elementary School
69	DHAIRYL JEAN C. FAJARDO	Administrative Officer II	Kalasungay Central School
70	DON A. DEXIMO	Administrative Officer II	Miglamín Elementary School
71	EVANGELINE P. BAHIAN	Administrative Officer II	Linabo Central School
72	EVELYN JOY V. DON	Administrative Officer II	Caburacanan Elementary School
73	GODISA M. RAMOS	Administrative Officer II	Managok Central School
74	IRENE JOY G. DAYO	Administrative Officer II	Simaya Integrated School
75	JANINE M. NERICOA	Administrative Officer II	Sumpóng Central School
76	JERALYN B. PASQUIL	Administrative Officer II	Airport Village Elementary School
77	JOCARDO B. DESALAN	Administrative Officer II	Tuburan Integrated School
78	JOE RANDY H. ISRAEL	Administrative Officer II	Can-ayan Integrated School
79	JONA A. BORRES	Administrative Officer II	Zamboangita Central School
80	JOSEPH L. GARCIA	Administrative Officer II	Capitan Angel Integrated School
81	MONABETH P. DELA CERNA	Administrative Officer II	Maligaya Elementary School
82	NESS VIOLA M. BORRES	Administrative Officer II	Sawaga Elementary School
83	PAMELA L. ASTUDILLO	Administrative Officer II	Sta. Ana Elementary School
84	RHYNA FE M. EVANGELISTA	Administrative Officer II	Dalwangan Elementary School
85	RUEL T. BRIGOLE	Administrative Officer II	Kilap-agan Integrated School
86	SHEILA JOY B. TUBEO	Administrative Officer II	Casisang Senior High School
87	SHELLA NOVIE A. CANSON	Administrative Officer II	Magsaysay Integrated School
88	WELROSE A. DELOS REYES	Administrative Officer II	Casisang Central Integrated School