



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF CAGAYAN DE ORO CITY**

Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



May 31, 2019 DIVISION OF CAGAYAN DE ORO CITY  
CAGAYAN DE ORO CITY

**RELEASED**

DATE: JUN 04 2019

BY: [Signature]

Division Memorandum  
No. 400 s. 2019

**INTERIM FOCUS GROUP DISCUSSION FOR SENIOR BOOKKEEPERS**

To : **Senior Bookkeepers (ADAS III) for both Elementary/Secondary Schools  
This Division**

1. To update all Senior Bookkeepers on the liquidation process and other financial issues & concerns for accurate pre-auditing of liquidation reports, the Finance Unit of this Division will conduct a 1-day focus group discussion on June 7, 2019 at Pearlmont Hotel, Cagayan de Oro City.
2. This activity aims to:
  - To strengthen the skills and knowledge of all Senior Bookkeepers in accounting and financial matters, focusing on pre-auditing of liquidation reports and bank reconciliation.
  - Discuss and resolve related financial issues and concerns of schools.
  - To assign a bookkeeper on selected schools to have a regular monitoring on their financial procedure and pre-auditing of liquidation reports.
3. The participants on this activity are Senior Bookkeepers-ADAS III as per Enclosure 1.
4. Lunch and snacks will be served during the day charge to local funds subject to the usual accounting and auditing rules and regulation.
5. For strict compliance.

  
**JONATHAN S. DELA PEÑA, CESO V**  
Schools Division Superintendent *js*



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**ENCLOSURE 1**

**LIST of PARTICIPANTS and FACILITATORS**

Interim One-Day Focus Group Discussion for Senior Bookkeepers

	<b>SCHOOL/OFFICE</b>	<b>NAME</b>	<b>POSITIONS</b>
1	OSDS-Finance	Arnel A. Calubag, CPA	Accountant III
2	OSDS-Finance	Rachel Ann C. Sacupayo, CPA	Administrative Assistant III
3	OSDS-Finance	Mary Jane C. Borja	Administrative Assistant III
4	OSDS-Finance	Lloyd Michael D. Samodal	Administrative Assistant II
5	OSDS-Finance	Kowena B. Caffofo	Administrative Assistant II
6	OSDS-Finance	Nanneth A. Largo	Administrative Assistant III
7	OSDS-Finance	Lorena L. Dalauta	Administrative Assistant III
8	OSDS-Finance	Ma. Cristina M. Ong	Administrative Assistant III
9	OSDS-Finance	Ryam Fil T. Bahian	Administrative Assistant III
10	OSDS-Finance	Marridel L. Piedad	Administrative Assistant III
11	OSDS-Finance	Marion V. Bedrejo	Administrative Assistant III
12	OSDS-Finance	Mitos Tessa Duetes	Administrative Assistant III
13	OSDS-Finance	Catherine O. Ocate	
14	Gusa Regional Science HS	Godofredo C. Navaja, II	Administrative Assistant III
15	Bugo National High School	Ruth O. Eullaran	Administrative Assistant III
16	Gusa Elementary School	Lalleth P. Cabañeros	Administrative Assistant III
17	Pedro "Oloy" N. Roa Sr. HS	Charles Banaag	Administrative Assistant III
18	Bayabas National High School	Cassandra June A. Jagos	Administrative Assistant III
19	Bulua National High School	Gina T. Pradia	Administrative Assistant III
20	Bugo Central School	Maria Fe A. Balmoria	Administrative Assistant III
21	Tablon National High School	Catherine E. Patungcal	Administrative Assistant III
22	Macabalan NHS	Aleli G. Macalos	Administrative Assistant III
23	Lapasan NHS	Annabelle B. Badal	Administrative Assistant III
24	Puntod National High School	Melanie V. Yaba	Administrative Assistant III
25	Angeles Sisters NHS	Sherwin O. Salavaria	Administrative Assistant III
26	City Central School	Jackelou C. Factura	Administrative Assistant III
27	Carmen National High School	John Rey J. Alguso	Administrative Assistant III
28	Kauswagan Central School	Sonny Boy O. Gabo	Administrative Assistant III
29	Kauswagan NHS	Karen F. Villanueva	Administrative Assistant III
30	Camaman-an NHS	Kristian Wilfrelyn D. Madria	Administrative Assistant III
31	Indahag National High School	Rickim E. Sabanal	Administrative Assistant III
32	South City Central School	Josette B. Lanzaderas	Administrative Assistant III
33	North City Central School	Julie Ann B. Gocela	Administrative Assistant III
34	CDO NHS – Junior High	Rewel M. Cagaanan	Administrative Assistant III
35	Mambuaya NHS	Darlinita D. Jandayan	Administrative Assistant III
36	Macasandig NHS	Jessica B. Paler	Administrative Assistant III
37	Lumbia National High School	Clarisa M. Loquillano	Administrative Assistant III
38	Puerto National High School	Arnold D. Compo	Administrative Assistant III
39	Agusan National High School	Mithuscela Paylaga Labuanan	Administrative Assistant III
40	Iponan National High school	Amor Mia E. Ceriales	Administrative Assistant III