



Republic of the Philippines
Department of Education
Region VI – Western Visayas

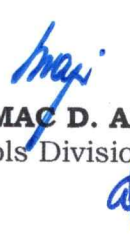
July 2, 2024

DIVISION MEMORANDUM
No **375** s. 2024

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 356 s. 2024
TITLED CHANGE IN AND ADDITIONAL INFORMATION TO DIVISION
MEMORANDUM NO. 351 S. 2024 TITLED
TRAINING-WORKSHOP ON THE PREPARATION AND COLLECTION OF
FY 2024 MID-YEAR FINANCIAL REPORTS**

To: Public Secondary School Heads of Implementing Units
Accountants/Bookkeepers of Secondary Implementing Units

1. Relative to Division Memorandum No. 356, s. 2024 titled “Change in Division Memorandum No. 351 s. 2024 titled Training-Workshop on the Preparation and Collection of FY 2024 Mid-year Financial Reports”, please be informed that the venue of this activity will be at **Hotel Veronica, Pueblo de Panay, Roxas City, Capiz on July 4-6, 2024.**
2. The activity matrix is found in Enclosure No. 2.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EDD, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated.
To be indicated in the Perpetual Index
under the following subject;

TRAINING

WORKSHOP

EMPLOYEES



Address: Banica, Roxas City
Contact Number: (036) 620 2371



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 2 to DM No. 375, s. 2024

ACTIVITY MATRIX

**TRAINING-WORKSHOP ON THE PREPARATION AND
 COLLECTION OF FY 2024 MID-YEAR FINANCIAL REPORTS**

Day 1 (JULY 3, 2024)

TIME	ACTIVITY/TOPIC	PERSON IN-CHARGE/RESOURCE SPEAKER
8:00- 8:30	Registration	Facilitators
9:00-9:30	National Anthem Prayer Regional Hymn Welcome Message Message of Support	CECIL JOY D. DIOCSON, MPA Administrative Officer V (Budget) LUZ U. BANSON, CESE OIC – Assistant Schools Division Superintendent
9:00 – 11:00	Topic 1: BMS vs Flash, Sub-Aro Data Base & DBM Job Request Form	Resource Speaker: Marjorie A. Bayhon, MPA Administrative Officer II
11:30-12:00	Self-Care Activity	
12:00-1:00	LUNCH BREAK	
1:00 -5:00	Topic 2: Workshop / Checking of BMS Report / Submission of BMS	Resource Speaker: Cecil Joy D. Diocson, MPA Marjorie A. Bayhon, MPA Viene Dee D. Calizo Ma. Arianne Barrientos Andy Van Albert Artates
5:00-6:00	Self-Care Activity	
6:00-7:00	DINNER	
8:00	Sweet Dreams	



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Day 2 (July 4, 2024)

TIME	ACTIVITY/ TOPIC/RESOURCE PERSON	MODERATOR/PERSON IN- CHARGE
6:00 – 7:30	Personal Grooming/Breakfast	
8:00- 8:30	MOL/Relaxing Activity	Team In-charge
9:00 – 11:30	Topic 3: URS Reminders Workshop/ Encoding of BFARS to URS	Resource Speakers/Facilitators: Cecil Joy D. Diocson, MPA Marjorie A. Bayhon, MPA Viene Dee D. Calizo Ma. Arianne Barrientos
11:30-12:00	Self-Care Activity	
12:00-1:00	LUNCH BREAK	
1:00 -5:30	Topic 4: Workshop for the preparation of Accounting Reports EFRS	Resource Speaker: Atty. Benjie B. Doce, CPA Accountant II Antonio Core Jr. Administrative Asst III
5:30-6:00	Self-Care Activity	
6:00-8:00	Team Building Activity	Facilitators
8:00 onwards	Sweet dreams	



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Day 3 (July 5, 2024)

TIME	ACTIVITY/ TOPIC/RESOURCE PERSON	MODERATOR/PERSON IN- CHARGE
6:00-7:30	Personal Grooming/Breakfast	
8:00-8:30	MOL/Relaxing Activity	
9:00-11:00	Topic 5: Continuation of Workshop for the preparation of Accounting Reports	Resource Speaker: Atty. Benjie B. Doce, CPA Accountant II
11:00 – 12:00	CLOSING PROGRAM	Facilitators
12:00-1:00	LUNCH /HOME SWEET HOME	



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June 24, 2024

DIVISION MEMORANDUM
No. **356** s. 2024

**CHANGE IN AND ADDITIONAL INFORMATION TO DIVISION
MEMORANDUM NO. 351 s. 2024 TITLED
TRAINING-WORKSHOP ON THE PREPARATION AND COLLECTION OF
FY 2024 MID-YEAR FINANCIAL REPORTS**

To: Public Secondary School Heads of Implementing Units
Accountants/Bookkeepers of Secondary Implementing Units

1. In line with Division Memorandum No. 351, s. 2024 titled "Training-Workshop on the Preparation and Collection of FY 2024 Mid-year Financial Reports", please be informed that the date of this activity is changed to **July 4-6, 2024**, instead of July 3-5, 2024.
2. The list of the participants, resource persons and facilitators is found in Enclosure Number 1.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to DM No. _____, s. 2024

**CHANGE IN AND ADDITIONAL INFORMATION TO DIVISION
MEMORANDUM NO. 351 s. 2024 TITLED
TRAINING-WORKSHOP ON THE PREPARATION AND COLLECTION OF
FY 2024 MID-YEAR FINANCIAL REPORTS**

LIST OF PARTICIPANTS

No.	Office	Name	Position/ Designation
1	Arturo Jugo National High School	May Heart M. Gabay	Administrative Assistant II
2		Annie F. Estiaga	
3	Bongsuan National High School	John Albern V. Sorolla	Administrative Assistant III
4	Cabug-cabug National High School	Jose Ronaldo B. Golero	Administrative Assistant III
5	Camburanan National High School	Vergielyn B. Hingullo	Administrative Assistant II
6	Candelaria National High School	Desiree Joy H. Guanco	Administrative Assistant II
7	Capiz National High School	Lorna B. Villeza	Accountant I
8		Nessa C. Azarcon	
9	Casanayan National High School	Renil A. Beria	Administrative Assistant III
10	Commissioner Luis R. Asis National High School	Dino Raoul Gervacio B. Lubio	Administrative Assistant III
11	Concepcion Castro Garcia National High School	Julius C. Ayopela Jr.	Administrative Assistant III
12	Cuartero National High School	Annic P. Basamot	Administrative Assistant III
13	Dao National High School	Judymar D. Berbanio	Administrative Assistant III
14	David Moises Memorial High School	Hannah Grace J. Pagayonan	Administrative Assistant III
15	Don Felix Balgos Memorial National High School	Jeblay Rose S. Bejo	Administrative Assistant III
16	Dr. Vicente V. Andaya, Sr. National High School	Jean Margaret D. Feller	Administrative Assistant III
17		Pauline Joyce C. Visorio	
18	Dulangan National High School	Randy D. Alo	Administrative Assistant III
19	Dumalag Central National High School	Scarlette Anne A. Salazar	Administrative Assistant III
20		Hadjean Dela Cruz	
21	Estefania Montemayor National High School	Nieves C. Jallorina	Administrative Assistant III
22	Florentina Batoampo Degala National High School	Lorena Degala	Administrative Assistant III



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23	Jose Diva Avelino National High School (Hipona NHS)	Leonidas H. Mallillin	Administrative Assistant III
24	Ivisan National High School	Mary Kris A. Aman	Administrative Aide III
25	Jagnaya National High School	Jenet Claudine L. Lago	Administrative Assistant III
26	Jamindan National High School	Juna F. Beatizula	Administrative Assistant III
27	Leodegario De Ocampo, Sr. National High School	Mary Rose B. Dorado	Administrative Assistant III
28	Lucero National High School	LYN V. ESPINO	Administrative Assistant III
29	Maayon National High School	ALDRIN D. DELEÑA	Administrative Assistant III
30	Macario Delfin Bermejo National High School	Karen N. Gabrido	Administrative Assistant III
31	Maindang National High School	Cendy M. Soliman	Administrative Assistant III
32	Malonoy National High School	Ma. Ruby E. Brinosa	Administrative Assistant III
33	Mambusao East National High School	Merryl C. Young	Administrative Assistant III
34	Mambusao National High School	Randy A. De Juan	Administrative Assistant III
35	Manuel F. Onato Memorial High School	FLORENCIO L. MONTERO	Administrative Assistant III
36	Marciano Patricio National High School	Chona B. Basinillo	Administrative Assistant III
37	Mayor Ramon A. Benjamin, Sr. Memorial High School	Mary Grace S. Bajon	Administrative Assistant III
38	Panitan National High School	Janet D. Mallillin	Administrative Assistant III
39	Pontevedra National High School	Ma. Rolia B. Baguio	Administrative Officer II
40		Sheryl C. Villamor	Administrative Assistant III
41	Putian National High School	Dexter O. Fantilaga	Administrative Assistant II
42	San Nicolas National High School, Pilar	Faith J. Manguardia	Administrative Assistant III
43	San Nicolas National High School, Tapaz	Raidez G. Lacro	Administrative Assistant III
44		Cherrie Mae G. Besorio	Administrative Assistant II
45	Sapian National High School	Sarah Mae P. Pelaez	ADAS II / Designated Bookkeeper
46	Tapaz National High School	Joy C. Senador	Registrar I/ Designated Bookkeeper
47	Tuburan National High School	Melvin Deramas	Administrative Assistant III



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LIST OF FACILITATORS

No.	Office	Name	Position/ Designation
1	SDO	Cecil Joy D. Diocson	Administrative Officer V (Budget)
2	SDO	Marjorie A. Bayhon	Administrative Officer II
3	SDO	Viene Dee D. Calizo	Administrative Assistant III
4	SDO	Andy Van Albert C. Artates	Administrative Assistant III
5	SDO	Ma. Arianne A. Barrientos	Administrative Assistant II
6	SDO	Marie Joc A. Alaba	Administrative Assistant III
7	SDO	Arnel D. Bentazal	Administrative Assistant III
8	SDO	Atty. Benjie B. Doce	Accountant III
9	SDO	Antonio A. Core Jr.	Administrative Assistant III
10	SDO	Cerelo A. Villagracia	Administrative Aide VI



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