



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEP-ED OCCIDENTAL MINDORO  
RELEASED  
NOV 24 2022  
DIVISION OFFICE  
MAMBURAO

Office of the Schools Division  
Superintendent

November 23, 2022

**DIVISION MEMORANDUM**

No. \_\_\_\_\_, s. 2022  
000439

**SEMINAR/WORKSHOP ON FINANCIAL MANAGEMENT  
FOR DISTRICT BOOKKEEPERS**

To: Schools Division Superintendent  
Assistant Schools Division Superintendent  
District Bookkeepers  
All Others Concerned

1. Relative to **DepEd Order No. 029 s. 2019**, this office announces the **conduct of Seminar/Workshop on Financial Management for District Bookkeepers** to be held on December 2, 2022 at Mindoreños Hotel, Mamburao, Occidental Mindoro.
2. The one (1) day workshop aims to:
  - Discuss the updated checklist relative to school MOOE Liquidation Reports
  - Re-orient on the computation of taxes withheld
  - Facilitate the bank reconciliation procedure
  - Discuss the use and preparation of Authority to Debit/Credit Account
3. The **participants** of the seminar-workshop include the **selected Division Office Finance Personnel and District Bookkeepers of the Non-Implementing Units** (Please see attached Enclosure 1).
4. All disbursements relative to the conduct of this seminar-workshop shall be subject to the usual budgeting, accounting, and auditing rules and regulations.
5. Attached is the **Program of Activities** (Please see attached Enclosure 2).
6. For information and dissemination.

  
**LYNN G. MENDOZA, Ed.D.**  
OIC – Schools Division Superintendent

OSDS/ACCOUNTING/MTR



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
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f DepEd Tayo Occidental Mindoro



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Enclosure No. 1 of Division Memorandum No. \_\_\_\_\_, s. 2022

**SEMINAR/WORKSHOP ON FINANCIAL MANAGEMENT**  
**FOR DISTRICT BOOKKEEPERS**  
**December 2, 2022**

	STATION	NAME	POSITION
1	Division Office	Lynn G. Mendoza	OIC - Schools Division Superintendent
2	Division Office	Rodel S. Magnaye	OIC - Asst. Schools Div. Superintendent
3	Division Office	Merry Ann T. Ramirez	Division Accountant
4	Division Office	Rechen L. Dizon	Accountant I
5	Division Office	Erica D. Legaspi	Admin. Asst. II
6	Division Office	Jo Belle P. Benavidez	Admin. Asst. II
7	Division Office	Frederick T. Barrera	Admin. Asst. II
8	Division Office	Daniel Carlo L. Hernandez	Admin. Asst. III
9	Abra de Ilog District	Lobelle E. Florin	Admin. Asst. III
10	Abra de Ilog, Mamburao, Sta. Cruz Cluster	Lizz April T. Dela Cruz	Admin. Asst. II
11	Calintaan District	Leanie E. Sim	Admin. Asst. III
12	Looc District **	Evelinda P. Robles	Admin. Asst. III
13	Lubang District **	Dessere D. Oliva	Admin. Asst. III
14	Magsaysay Cluster 1 **	Donje-Arn C. Soriano	Admin. Asst. III
15	Magsaysay Cluster 2 **	Mary Rose R. Valera	Admin. Asst. III
16	Mamburao District	Joseph T. Abeleda	Admin. Asst. III
17	Paluan District	Susan A. Silva	Admin. Asst. III
18	Rizal District **	Kent Jobel D. Pranada	Admin. Asst. III
19	Sablayan Secondary	Gladys Ann A. Villarosa	Admin. Asst. III
20	Sablayan North District **	Julius R. Arellano	Admin. Asst. III
21	Sablayan South District **	Bellalinda L. Pimentel	Admin. Asst. III
22	San Jose East District **	Liezel F. Alcantara	Admin. Asst. III
23	San Jose North District **	Gel-Ryan L. Emperador	Admin. Asst. III
24	San Jose South District	Mayceness M. Suerte	Admin. Asst. III
25	San Jose West District **	Jan Oliver C. Tibayan	Admin. Asst. III
26	Sta. Cruz District	Melody P. Espiritu	Admin. Asst. III

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Enclosure No. 2 of Division Memorandum No. \_\_\_\_\_, s. 2022

**PROGRAM OF ACTIVITIES**

**SEMINAR/WORKSHOP ON FINANCIAL MANAGEMENT  
FOR DISTRICT BOOKKEEPERS  
December 2, 2022**

TIME		NO. OF MINUTES	ACTIVITIES/SESSION TOPICS
7:00 AM	8:00 AM	60	Arrival and Registration
8:00 AM	8:05 AM	5	House Rules
8:05 AM	8:20 AM	15	Opening Program (Doxology / National Anthem / OCCIDENTAL MINDORO March)
8:20 AM	8:50 AM	30	Opening Remarks <b>Rodel S. Magnaye</b> (OIC - Asst. Schools Division Superintendent)
8:50 AM	9:20 AM	30	Inspirational Message <b>Lynn G. Mendoza</b> (OIC - Schools Division Superintendent)
9:20 AM	9:25 AM	5	Statement of Objectives <b>Rechen L. Dizon</b> Accountant I
9:25 AM	9:30 AM	5	Presentation of Participants <b>Jo Belle P. Benavidez</b> Administrative Assistant II
9:30 AM	10:00 AM	30	Discussion on Status of MOOE Downloading ( <i>as of November 30</i> ) <b>Merry Ann T. Ramirez</b> (Accountant III)
10:00 AM	11:00 AM	60	Bank Reconciliation Procedure <b>Erica D. Legaspi</b> Administrative Assistant II
11:00 AM	12:00 PM	60	Computation of Taxes Withheld <b>Daniel Carlo L. Hernandez</b> Administrative Assistant III
12:00 PM	1:00 PM	60	Lunch Break

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1:00 PM	1:15 PM	15	Ice Breaker
1:15 PM	2:15 PM	60	Discussion on supporting documents of Liquidation Reports <b>Merry Ann T. Ramirez</b> Accountant III
2:15 PM	2:45 PM	30	Preparation of Authority to Debit/Credit Account ( <i>Annex G</i> ) <b>Rechen L. Dizon</b> Accountant I
2:45 PM	3:15 PM	30	Status of Unliquidated Cash Advances ( <i>as of November 30</i> ) <b>Erica D. Legaspi</b> Administrative Assistant II
3:15 PM	4:15 PM	60	Open Forum
4:15 PM	4:45 PM	30	Recognition of Exemplary Performance for Bookkeepers <b>Merry Ann T. Ramirez</b> Accountant III
4:45 PM	5:00 PM	15	Reminders and Other Announcements

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