



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

July 15, 2024

DIVISION MEMORANDUM

No. 498s, 2024

**2024 MID-YEAR PLANNING AND REVIEW CUM CAPACITY DEVELOPMENT FOR
ADMINISTRATIVE ASSISTANTS (ADAS) UNDER FINANCE STRAND**

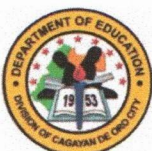
TO: Assistant Schools Division Superintendent
Accountant III
Administrative Assistant Officer V - Budget
Elementary/Secondary School Heads/In-Charge
Administrative Assistant III and II Finance Strand

1. In support of one of the MATATAG agenda which is to take steps to **accelerate the delivery of basic education** facilities and **services** and to ensure the efficient and effective implementation of the school-based financial management system (SBFMS), the Finance Unit of this Division will conduct the **2024 Mid-Year Planning and Review cum Capacity Development for ADAS under Finance Strand** on **July 22-24, 2024** at Duka Bay Resort, Medina, Misamis Oriental.

2. This activity aims to:

- To capacitate and update the SBFMS key personnel in the existing rules and regulations on procurement, disbursement and accounting of government funds.
- To equip the finance staff with at least minimum knowledge about concepts, methods, and procedures of a simplified Fund Management System particularly the importance of SMART Days and the Online Fidelity Bonding System.
- To discuss policy issuances associated with financial management brought about by recent issuances of the Department and oversight agencies.
- To thresh out relevant issues and concerns including the review and planning of current execution of programs and projects relative to the enhancement of financial management.
- To encourage teamwork among finance staff, by building connections and bonds between co-workers from SDO Proper and the Schools that can improve communication, moral and engagement.

3. The expected participants on this training/activity are the **ADAS III** or Senior Bookkeeper and **ADAS II**/Disbursing Officer under Finance Strand of the SDO proper and Schools as per **attached Annex A**, the complete list of participants including the TWG and the resource persons.



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4. Meals, accommodations and travel expenses of the participants is chargeable against local funds and/or School MOOE, subject to the usual budgeting, accounting and auditing policies, rules and regulations.
5. This memorandum and the attached Annex A will serve as Authority to Travel.
6. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
7. This Office directs the immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent 

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

FINANCE MOOE SCHOOL OPERATIONS
OSDS/aac

LIST OF PARTICIPANTS

Division Personnel

NO.	NAME	DESIGNATION	OFFICE
1	Gazo, Roy Angelo E.	SDS	Division Office
2	Borres, Audie S.	ASDS	Division Office
3	Calubag, Arnel A.	Accountant III	Division Office
4	Aclo, Romeo B.	EPS	Division Office/ Resource Person
5	Vallente, Romiel S.	AO V	Division Office/ Resource Person
6	Borres, Risa Bea Socorro M.	AO V	Division Office/ Resource Person
7	Ernacio, Donnacelle F.	ADAS III	Division Office/ Resource Person
8	Tabamo, Emily A.	School Head	Puntod NHS/ Resource Person
9	Dangazo, Er Shemaiah	Nurse II	Division Office
10	Cartel, Crystal Christi	Nurse II	Division Office
11	Canios, Edwin Carl N.	AO II	Division Office
12	Duetes, Mitos Tessa B.	AO II	Division Office
13	Anero, Maria Rufel A.	AO II	Division Office
14	Alegado, Kriscia M.	PDO I	Division Office
15	Borres, Karen Bernadette B.	ADAS III	Division Office
16	Dadole, Jennifer B.	ADAS III	Division Office
17	Udang, Charisse C.	ADAS III	Division Office
18	Capinig, John Errol P.	ADAS III	Division Office
19	Dalos, Christian Ray D.	ADAS III	Division Office
20	Maghanoy, Lourdes P.	ADAS III	Division Office
21	Zambrano, Hazel Joy P.	ADAS III	Division Office
22	Vasallo, Jane B.	ADAS III	Division Office
23	Cebrian, Charise May R.	ADAS III	Division Office
24	Labial, Arabella G.	ADAS III	Division Office
25	Cadavos, Faith C.	ADAS II	Division Office
26	Monteza, Eyzaville Q.	ADAS II	Division Office
27	Via, Kristine Harvey D.	ADAS II	Division Office
28	Ocate, Catherine G.	Contract-of-Service	Division Office
29	Sadicon, Rubie Mae R.	Contract-of-Service	Division Office

LIST OF PARTICIPANTS

School Personnel

No.	Name	Designation	School
1	Abejay, Charlotte Jean S.	ADAS III (SENIOR BOOKKEEPER)	WEST CITY CENTRAL SCHOOL
2	Abot, Ferosechel P.	ADAS II (DISBURSING OFFICER)	BONBON NATIONAL HIGH SCHOOL
3	Agbon, Maria Cristina D.	ADAS II (DISBURSING OFFICER)	MACASANDIG ELEMENTARY SCHOOL
4	Aguilar, Jessabelle T.	ADAS III (SENIOR BOOKKEEPER)	TABLON NATIONAL HIGH SCHOOL
5	Alegado, Aima M.	ADAS II (DISBURSING OFFICER)	TABLON ELEMENTARY SCHOOL
6	Alonzo, Jeanette D.	ADAS III (SENIOR BOOKKEEPER)	BUGO CENTRAL SCHOOL
7	Amance, Janice T.	ADAS II (DISBURSING OFFICER)	INDAHAG NATIONAL HIGH SCHOOL
8	Amogod, Alexander J.	ADAS III (SENIOR BOOKKEEPER)	CANITOAN NATIONAL HIGH SCHOOL
9	Asequia, Jennifer R.	ADAS II (DISBURSING OFFICER)	CAMP EVANGELISTA ELEMENTARY SCHOOL
10	Atillo, Menchie D.	ADAS II (DISBURSING OFFICER)	MAMBUAYA NATIONAL HIGH SCHOOL - BAYANGA ANNEX
11	Baang, Cristy A.	ADAS III (SENIOR BOOKKEEPER)	MAMBUAYA NATIONAL HIGH SCHOOL
12	Babia, Enola Gay C.	ADAS II (DISBURSING OFFICER)	LAPASAN NATIONAL HIGH SCHOOL - GUSA ANNEX
13	Banaag, Rey Charles P.	ADAS III (SENIOR BOOKKEEPER)	PEDRO 'OLOY' N. ROA, SR. NATIONAL HIGH SCHOOL
14	Banaag, Cherryfil	ADAS II (DISBURSING OFFICER)	TAGLIMAO NATIONAL HIGH SCHOOL - TUMPAGON ANNEX
15	Baruel, Cenisa B.	ADAS III (SENIOR BOOKKEEPER)	CAGAYAN DE ORO CITY NATIONAL HIGH SCHOOL (JUNIOR HIGH SCHOOL)
16	Bautista, Lourenze P.	ADAS II (DISBURSING OFFICER)	KAUSWAGAN CENTRAL SCHOOL
17	Beja, Abner B.	ADAS II (DISBURSING OFFICER)	GUSA REGIONAL SCIENCE HIGH SCHOOL
18	Branzuela, Joanne J.	ADAS III (SENIOR BOOKKEEPER)	IPONAN ELEMENTARY SCHOOL
19	Budlong, Maria Theresa W.	ADAS II (DISBURSING OFFICER)	MAMBUAYA ELEMENTARY SCHOOL
20	Caballero, Ginalyn Q.	ADAS II (DISBURSING OFFICER)	IPONAN ELEMENTARY SCHOOL
21	Cabaneros, Lalleth P.	ADAS III (SENIOR BOOKKEEPER)	EAST CITY CENTRAL SCHOOL
22	Cagas, Frances Shand M.	ADAS II (DISBURSING OFFICER)	CARMEN NATIONAL HIGH SCHOOL (MACANHAN NHS)
23	Cagas, Florie Mae S.	ADAS II (DISBURSING OFFICER)	LAPASAN NATIONAL HIGH SCHOOL
24	Cariño, Christine Hope T.	ADAS II (DISBURSING OFFICER)	GUSA NATIONAL HIGH SCHOOL - CUGMAN ANNEX
25	Cimacio, Maroche G.	ADAS III (SENIOR BOOKKEEPER)	KAUSWAGAN CENTRAL SCHOOL
26	Clar, Lodette C.	ADAS II (DISBURSING OFFICER)	PEDRO 'OLOY' N. ROA, SR. NATIONAL HIGH SCHOOL
27	Colita, Kent Ian P.	ADAS III (SENIOR BOOKKEEPER)	AGUSAN NATIONAL HIGH SCHOOL
28	Curtina, Hana Mae A.	ADAS II (DISBURSING OFFICER)	TAGPANGI NATIONAL HIGH SCHOOL
29	Dela Cruz, Janyll Rochelle S.	ADAS II (DISBURSING OFFICER)	SOUTH CITY CENTRAL SCHOOL
30	Diola, Josue T.	ADAS II (DISBURSING OFFICER)	MAN-AI ELEMENTARY SCHOOL
31	Dunque, Gilbert Y.	ADAS III (SENIOR BOOKKEEPER)	LAPASAN NATIONAL HIGH SCHOOL
32	Edades, Anna Karenina P.	ADAS II (DISBURSING OFFICER)	EAST CITY CENTRAL SCHOOL
33	Ejera, Melca L.	ADAS II (DISBURSING OFFICER)	CANITOAN NATIONAL HIGH SCHOOL
34	Enerio, Ivy Joy A.	ADAS II (DISBURSING OFFICER)	TIGNAPOLOAN NATIONAL HIGH SCHOOL
35	Gallardo, Grazel B.	ADAS II (DISBURSING OFFICER)	PAGALUNGAN ELEMENTARY SCHOOL
36	Gape, Lucilda D.	ADAS III (SENIOR BOOKKEEPER)	LUMBIA CENTRAL SCHOOL
37	Genita, Jenny Rose D.	ADAS II (DISBURSING OFFICER)	IPONAN NATIONAL HIGH SCHOOL
38	Iran, Rosalyn B.	ADAS II (DISBURSING OFFICER)	LUMBIA CENTRAL SCHOOL
39	Israel, Kathrine Jean M.	ADAS II (DISBURSING OFFICER)	FS CATANICO ELEMENTARY SCHOOL
40	Jagos, Cassandra June A.	ADAS III (SENIOR BOOKKEEPER)	BAYABAS NATIONAL HIGH SCHOOL
41	Labadan, Jeanielyn A.	ADAS II (DISBURSING OFFICER)	NORTH CITY CENTRAL SCHOOL
42	Labial, Anna Marie L.	ADAS III (SENIOR BOOKKEEPER)	TABLON NATIONAL HIGH SCHOOL

43	Lahoy-lahoy, Cleo M.	ADAS II (DISBURSING OFFICER)	WEST CITY CENTRAL SCHOOL
44	Lofranco-Quidet, Novilla Carmella M.	ADAS III (SENIOR BOOKKEEPER)	CITY CENTRAL SCHOOL
45	Lumapas, Jeane Ve A.	ADAS II (DISBURSING OFFICER)	LUMBIA NATIONAL HIGH SCHOOL
46	Macabinlar, Rochel B.	ADAS III (SENIOR BOOKKEEPER)	DANSOLIHON ELEMENTARY SCHOOL
47	Madria, Kristian Wilfrelyn	ADAS III (SENIOR BOOKKEEPER)	BULUA CENTRAL SCHOOL
48	Marban, Mariefe N.	ADAS II (DISBURSING OFFICER)	BAYABAS ELEMENTARY SCHOOL
49	Mercado, Airene N.	ADAS II (DISBURSING OFFICER)	BAYABAS NATIONAL HIGH SCHOOL
50	Namata, Eziel O.	ADAS III (SENIOR BOOKKEEPER)	KAUSWAGAN NATIONAL HIGH SCHOOL
51	Navaja, Godofredo, Jr. C.	ADAS III (SENIOR BOOKKEEPER)	GUSA REGIONAL SCIENCE HIGH SCHOOL
52	Nerosa, Nikki B.	ADAS II (DISBURSING OFFICER)	CAGAYAN DE ORO CITY NATIONAL HIGH SCHOOL (JUNIOR HIGH SCHOOL)
53	Nuñez, Judylyn J.	ADAS II (DISBURSING OFFICER)	SACRED HEART VILLAGE ELEMENTARY SCHOOL
54	Obemio, Racquel C.	ADAS II (DISBURSING OFFICER)	CAGAYAN DE ORO CITY NATIONAL HIGH SCHOOL - BALULANG ANNEX
55	Oliquiano, Amor Mia C.	ADAS III (SENIOR BOOKKEEPER)	IPONAN NATIONAL HIGH SCHOOL
56	Paasa, Ma. Christine	ADAS III (SENIOR BOOKKEEPER)	TAGPANGI ELEMENTARY SCHOOL
57	Paden, Adeline S.	ADAS II (DISBURSING OFFICER)	AGUSAN ELEMENTARY SCHOOL
58	Pagador, Mardy Mae G.	ADAS III (SENIOR BOOKKEEPER)	PUERTO NATIONAL HIGH SCHOOL
59	Paica, Jezil L.	ADAS II (DISBURSING OFFICER)	GUSA NATIONAL HIGH SCHOOL - F.S. CATANICO ANNEX
60	Palafox, Clarisa L.	ADAS III (SENIOR BOOKKEEPER)	LUMBIA NATIONAL HIGH SCHOOL
61	Palarca, Florie M.	ADAS II (DISBURSING OFFICER)	FR. WILLIAM F. MASTERSON, SJ., ELEMENTARY SCHOOL
62	Parreño, Irene M.	ADAS II (DISBURSING OFFICER)	PIGSAG-AN ELEMENTARY SCHOOL
63	Paurillo, Charmaine Q.	ADAS II (DISBURSING OFFICER)	MAMBUAYA NATIONAL HIGH SCHOOL
64	Peliño, April Kristy A.	ADAS II (DISBURSING OFFICER)	PUERTO NATIONAL HIGH SCHOOL
65	Que, Harkin T.	ADAS II (DISBURSING OFFICER)	BESIGAN ELEMENTARY SCHOOL
66	Quiñanola, Jasmin A.	ADAS II (DISBURSING OFFICER)	PUERTO ELEMENTARY SCHOOL
67	Revaño, Patricio Gerry S.	ADAS II (DISBURSING OFFICER)	PEDRO OLOY N. ROA, SR. ELEMENTARY SCHOOL
68	Sabanal, Rickim E.	ADAS III (SENIOR BOOKKEEPER)	INDAHAG NATIONAL HIGH SCHOOL
69	Sakilan, Datu Harris S.	ADAS III (SENIOR BOOKKEEPER)	SOUTH CITY CENTRAL SCHOOL
70	Salavaria, Sherwin O.	ADAS III (SENIOR BOOKKEEPER)	ANGELES SISTERS NATIONAL HIGH SCHOOL (CONSOLACION NHS)
71	Salcedo, Moses C.	ADAS II (DISBURSING OFFICER)	MACABALAN NATIONAL HIGH SCHOOL
72	Sanggoyod, Kathryn Mae A.	ADAS II (DISBURSING OFFICER)	CAMAMAN-AN ELEMENTARY SCHOOL
73	Seriña, Gemaile E.	ADAS II (DISBURSING OFFICER)	CITY CENTRAL SCHOOL
74	Siojo, Marie Grace V.	ADAS II (DISBURSING OFFICER)	BULUA CENTRAL SCHOOL
75	Solis, Glynnis A.	ADAS II (DISBURSING OFFICER)	BUGO NATIONAL HIGH SCHOOL
76	Sucayre, Julieta R.	ADAS II (DISBURSING OFFICER)	PUNTOD NATIONAL HIGH SCHOOL
77	Tancongco, Dhanara U.	ADAS II (DISBURSING OFFICER)	BULUA NATIONAL HIGH SCHOOL
78	Tenestrante, Quennie M.	ADAS II (DISBURSING OFFICER)	GUSA ELEMENTARY SCHOOL
79	Tidula, Ruby Mae B.	ADAS II (DISBURSING OFFICER)	MACASANDIG NATIONAL HIGH SCHOOL
80	Tilos, Michelle Von T.	ADAS II (DISBURSING OFFICER)	ANGELES SISTERS NATIONAL HIGH SCHOOL (CONSOLACION NHS)
81	Tulaytay, Renan A.	ADAS III (SENIOR BOOKKEEPER)	TAGLIMAO NATIONAL HIGH SCHOOL
82	Tumapon, Ryan R.	ADAS II (DISBURSING OFFICER)	AGUSAN NATIONAL HIGH SCHOOL
83	Uson, Shajara Whave A.	ADAS III (SENIOR BOOKKEEPER)	BULUA NATIONAL HIGH SCHOOL
84	Uyan, Odemil Christian A.	ADAS II (DISBURSING OFFICER)	PIGSAG-AN NATIONAL HIGH SCHOOL
85	Yaba, Melanie V.	ADAS III (SENIOR BOOKKEEPER)	CARMEN NATIONAL HIGH SCHOOL (MACANHAN NHS)
86	Yabot, Ellen Mae M.	ADAS III (SENIOR BOOKKEEPER)	CADAYONAN INTEGRATED SCHOOL
87	Yamomo, Karen Jane P.	ADAS III (SENIOR BOOKKEEPER)	PAGALUNGAN ELEMENTARY SCHOOL