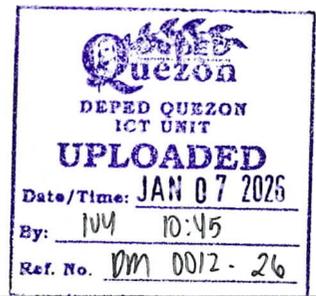




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 January 2026

DIVISION MEMORANDUM
DM No. 0012, s. 2026

DIVISION PRE-CONSOLIDATION OF CY 2025 YEAR-END FINANCIAL REPORTS

To: Assistant Schools Division Superintendents
School Heads-Secondary-Implementing Units
Accountants and Senior Bookkeepers of Implementing Units
All Other Concerned

1. In reference to Regional Memorandum No. 1 s. 2026 titled "Regional Seminar-Workshop on the Preparation and Consolidation of CY 2025 Year-end Financial Reports" to be conducted by the Regional Finance Division on January 13-16, 2026, this Office will conduct a pre-consolidation of financial reports on **January 5-9, 2026**, at the Library Hub of Division Office. The Accountants and Senior Bookkeepers of Implementing Units are scheduled per batch each day for the submission and checking of their reports.
2. Everyone is expected to bring their own laptop, calculator, and bond papers. It is also advised to bring a printer/s and extension wire/s per batch.
3. Accountants and Senior Bookkeepers are expected to be at the Division Office at 8:00 am and to **strictly follow the assigned schedule**. Attendance is a must, and proxies are not allowed. See attached Enclosure for the schedule per Batch.
4. Travelling expenses are chargeable to the respective school MOOE and subject to usual COA auditing rules and regulations.
5. Immediate dissemination and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

accahm01/05/2026

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to DM No. 0012 s. 2026

SCHEDULE FOR YEAR-END CY 2025 PRE-CONSOLIDATION
JANUARY 5, 2026

	SCHOOL	FULL NAME OF THE PERSONNEL ASSIGNED (ALL CAPS INCLUDING MIDDLE INITIAL)
1	Sampaloc NHS	DARLENE SALAYO
2	Concepcion National High School	LOURY FHE M. DURANTE
3	Malinao Ilaya Integrated National High School	ANNA ROSE A. TOLENTINO
4	Pagbilao Grande NHS	JEMIMAH E. OLARTE
5	Silangang Malicboy NHS	ROSALYN A. MARIANO
6	Unisan National High School	VANESSA D. ABELLA
7	Leonarda	AIKO ETREROS
8	Paiisa NHS	REYNIEL M. BANDILLO
9	Hinguiwin	Cherry May Samiado
10	Perez NHS	RONMEL B. MACABANSAG
11	Cagsiay NHS	JENALYN OSUNA
12	Elias A. Salvador NHS	CAROLINE M. CASIDSID

JANUARY 6, 2026

	SCHOOL	FULL NAME OF THE PERSONNEL ASSIGNED (ALL CAPS INCLUDING MIDDLE INITIAL)
1	Marcial B. Villanueva National High School	Icon Won M. Bantolo
2	Pagsangahan National High School	MARK ANGELO DENVER
3	Talipan National High School	LOURDES M. MAYUGA
4	Recto Memorial National High School	CARLOS J. SANCHEZ
5	Lutucan National High School	RODOLFO ALLAN C. CORNEJO
6	Lusacan National High School	GLAZEL A. CAPA
7	Pagbilao National High School	MARIA AMABELLE B. AYALA
8	Dagatan NHS	Emelou L. Severino
9	Alabat Island National High School	JASMIN B. DELA VICTORIA
10	Gumaca National High School	ROWENA C. ASINAS
11	Hondagua NHS	MARY GRACE V. GOROSPE
12	Sto. Domingo National High School	

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SCHEDULE FOR YEAR-END CY 2025 PRE-CONSOLIDATION
JANUARY 7, 2026

	SCHOOL	FULL NAME OF THE PERSONNEL ASSIGNED (ALL CAPS INCLUDING MIDDLE INITIAL)
1	Olongtao National High School	JAYSON HUTALLA
2	Abuyon National High School	BENJAMIN E. CARABUENA
3	Buenavista National High School	ARIANNE E. CEJANE
4	Godofredo M. Tan MSAT	LECYL C. ROCHA
5	Manuel S. Enverga Memorial School of Arts and Trades	ARNEL T. DELLOSA
6	Paaralang Sekundarya ng Lukban	MARIBETH J. AFABLE
7	San Antonio National High School	GELLIE MARE F. SEDILLA
8	Canda National High School	EVANGELINE A. VIDUYA
9	Sta.Catalina National High School	JAYMER F. INTOY
10	Quezon National High School	ROSALIE IBAL
11	Atimonan National Comprehensive High School	Mary Joan Antonette F. Rafon
12	Guinayangan NHS	JESSA BAGUI

JANUARY 8, 2026

	SCHOOL	FULL NAME OF THE PERSONNEL ASSIGNED (ALL CAPS INCLUDING MIDDLE INITIAL)
1	Burdeos National High School	JOSEFINO JENIOSA
2	Libo NHS	CRIZETTE EBREO
3	Polillo NHS	REALISSA E. GARAY
4	Tongohin NHS	MILLARDO A. RAMALLOSA
5	Ungos NHS	RENANTE MIRAS
6	Binulasan National High School	LOIDA S. DAMASO
7	Infanta National High School	LEONILYN P. CRISOSTOMO
8	P.S ng Heneral Nakar	LALAINA M. CURIA
9	Patnanungan National High School	MANILYN MAE R. SACDALAN
10	Amontay National High School	MARY GRACE MOMONGAN
11	Magallanes NHS	MARK VINCENT VILLEGAS
12	Lamon Bay SF	MICHELLE ARANDELA

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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

SCHEDULE FOR YEAR-END CY 2025 PRE-CONSOLIDATION
JANUARY 9, 2026

	SCHOOL	FULL NAME OF THE PERSONNEL ASSIGNED (ALL CAPS INCLUDING MIDDLE INITIAL)
1	San Isidro National High School - Catanauan	MYLA DL RESURRECCION
2	Lopez National Comprehensive High School	GLAIZA M. CAHILIG
3	Dr. Panfilo Castro National High School	EVELYN P. CEDARIA
4	Tagkawayan NHS	FREDA R. ELEAZAR
5	Camflora National High School	LYN V. BANQUILES
6	Dr. Maria Pastrana NHS	MARY ANN A. TORRES
7	Cabay National High School	ARLENE D. ASILO
8	San Isidro National High School, General Luna	CARMELITA P. PEÑALES
9	Bondoc Peninsula Agricultural High School	ELIZABETH T. PALMA
10	Dolores Macasaet National High School	LOTA C. BALITAAN
11	Bukal Sur National High School	ORLITO A. DECENA
12	Calauag National High School	MEDEL G. GARCIA

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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON



December 26, 2025

Regional Memorandum
 No. 1 s. 2026

**SEMINAR-WORKSHOP ON THE PREPARATION AND
 CONSOLIDATION OF CY 2025 YEAR-END
 FINANCIAL REPORTS**

To **Schools Division Superintendents**

1. The Finance Division will conduct the Seminar-Workshop on the Preparation and Consolidation of CY 2025 Year-End Financial Reports with the Finance Staff from the Regional and Schools Division Offices on January 13-16, 2025 at a venue to be determined and issued in a separate Regional Advisory with the Schools Division of Cavite Province as host.
2. This activity aims to facilitate the following:
 - Discuss and address the issues and concerns relative to the preparation and consolidation of CY 2025 Year-End Financial Reports;
 - Discuss the uniform implementation of finance-related procedures and policies; and
 - Facilitate consolidation and submission of timely, complete and accurate year-end financial reports.
 - Update issuances for finance-related transactions.
3. Participants in this activity are the following:
 - SDO Accountants;
 - SDO Budget officers;
 - Senior Bookkeepers/School Accountants of Secondary Schools Implementing Units
 - Selected Finance staff to be identified by the SDO; and
 - Selected Finance staff from the Regional Office Proper Finance division
4. The participants and schedule of the activity are as follows:

Participants	Date
<ul style="list-style-type: none"> • Secondary Schools Implementing Units/School Accountants of Secondary Schools IU's 	January 12-13, 2026
<ul style="list-style-type: none"> • Schools Division Offices Accountants and Budget Officers and Additional Finance Staff 	January 13-16, 2026



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Certificate No. PHP QMS
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5. A registration fee of Two Thousand Pesos (Php 2,000.00) per day shall be charged for each participant chargeable against their respective local funds subject to the usual budgeting, accounting and auditing rules and regulations.
6. All Schools division offices are required to strictly comply with the submission of Financial Reports using the modified templates as the workshop output.
7. For the workshop, participants should bring their own laptops and extension cords.
8. Participants shall confirm their attendance by accomplishing the registration form which will be provided by the Host SDO.
9. The Regional Office will issue an advisory once the venue and other details are confirmed to be communicated to the Host SDO.
10. For other concerns or queries, please coordinate with Ms. Laarni A. Evaristo of the Finance Division, Budget Section thru contact no. (02)8637-4214.
11. Please be guided accordingly.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 