



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



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time **DEC 23 2022**  
By: **NICKO 4:58 p.m**  
Ref. No. **DM 1033, s. 2022**

23 December 2022

**DIVISION MEMORANDUM**  
DM No. **1033**, s. 2022

**DIVISION PRE-CONSOLIDATION OF FY 2022 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 preparation for Regional Seminar-Workshop on the Preparation of FY 2022 Year-End Financial Reports, this office will conduct a pre-consolidation of financial reports on **January 3 - 6, 2023** at the Training Center 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, CDs, and bond papers. It is also advised to bring 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. Attendance is a must and proxies are not allowed. The schedule per batch are as follows:

<b>BATCH 1 – JANUARY 3, 2023</b>		
	<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
1	Quezon NHS	RODOLFO ALLAN C. CORNEJO
2	Dagatan NHS	MA. GLORIA I. KAPALUNGAN
3	Lusacan NHS	GLAZEL A. CAPA
4	Talipan NHS	LOURDES M. MAYUGA
5	Calauag National High School	MEDEL G. GARCIA
6	Amontay National High School	MARY GRACE M. CLEMENTES
7	Olongtao National High School	CECILIA P. PARTO

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8	Pagbilao National High School	MARIA AMABELLE B. AYALA
9	Bukal Sur National High School	ORLITO A. DECENA
10	Lutucan NHS	RODOLFO ALLAN C. CORNEJO
11	Recto Memorial National High School	CARLOS J. SANCHEZ
12	Sta. Catalina National High School	JAYMER F. INTOY
13	Lamon Bay SF	BERNELLY V. DACILLO

<b>BATCH 2 – JANUARY 4, 2023</b>		
	<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
1	Abuyon National High School	BENJAMIN E. CARABUENA
2	Alabat Island National High School	JASMIN B. DELA VICTORIA
3	Gumaca National High School	ROWENA C. ASINAS
4	Manuel S. Enverga Memorial School of Arts and Trades	ARNEL T. DELLOSA
5	Paaralang Sekundarya ng Lukban	MARIBETH J. AFABLE
6	Atimonan National Comprehensive High School	KIMBERLY V. MAGALONA
7	Canda National High School	EVANGELINE A. VIDUYA
8	Guinayangan NHS	CRISELDA V. GILBUENA
9	Buenavista National High School	ARIANNE E. CEJANE
10	Sto. Domingo National High School	RACHELLE M. CAEG
11	Dr. Maria Pastrana NHS	LEILA S. DOTE
12	Magallanes NHS	JHUZABELLE D. ORINGO
13	San Antonio National High School	GELLIE MARE F. SEDILLA
14	Hondagua NHS	MARY GRACE V. GOROSPE

<b>BATCH 3 – JANUARY 5, 2023</b>		
	<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
1	Infanta NHS	LEONILYN P. CRISOSTOMO
2	Ungos NHS	ROSEWINDA C. VILLANUEVA
3	Tongohin NHS	MILLARDO A. RAMALLOSA
4	Binulasan NHS	LOIDA S. DAMASO
5	P.S ng Heneral Nakar	LALAINA M. CURIA
6	Libo NHS	LALAINA M. CURIA

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7	Polillo NHS	REALISSA E. GARAY
8	Pagsangahan National High School	FRANCIS P. ALVASAN
9	Elias A. Salvador NHS	CAROLINE M. CASIDSID
10	Godofredo M. Tan MSAT	FRANCIS C. LINGAHAN
11	Marcial B. Villanueva National High School	FRANCIS P. ALVASAN
12	Perez NHS	RONMEL B. MACABANSAG
13	Burdeos National High School	LORNA A. AFABLE
14	Patnanungan National High School	MANILYN MAE R. SACDALAN

<b>BATCH 4 - JANUARY 6, 2023</b>		
	<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
1	Bondoc Peninsula Agricultural High School	ELIZABETH T. PALMA
2	Lopez National Comprehensive High School	GLAIZA M. CAHILIG
3	San Isidro National High School, General Luna	CARMELITA P. PEÑALES
4	Camflora National High School	LYN M. VENDER
5	Tagkawayan NHS	FREDA R. ELEAZAR
6	Cabay National High School	ARLENE D. ASILO
7	Dolores Macasaet National High School	LOTA C. BALITAAN
8	San Isidro National High School - Catanauan	MYLA DL. RESURRECCION
9	Dr. Panfilo Castro National High School	EVELYN P. CEDARIA
10	Paiisa NHS	REYNIEL M. BANDILLO
11	Concepcion National High School	LOURY FHE M. DURANTE
12	Malinao Ilaya Integrated National High School	ANNA ROSE A. TOLENTINO
13	Pagbilao Grande NHS	JEMIMAH E. OLARTE
14	Silangang Malicboy NHS	NATHANIEL C. SAMONTE
15	Unisan NHS	VANESSA D. ABELLA

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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 of this Memorandum is desired.

**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Accmrg12/23/2022

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