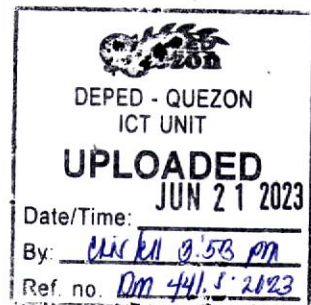




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 June 2023

DIVISION MEMORANDUM
DM No. 441, s. 2023

DIVISION PRE-CONSOLIDATION OF CY 2023 MID-YEAR 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 CY 2023 Mid-Year Financial Reports, this office will conduct a pre-consolidation of financial reports on **July 3 - 7, 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 and to **strictly follow the assigned schedule**. Attendance is a must and proxies are not allowed. The schedule per batch are as follows:

BATCH 1 - JULY 3, 2023		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
1	Concepcion National High School	LOURY FHE M. DURANTE
2	Malinao Ilaya Integrated National High School	ANNA ROSE A. TOLENTINO
3	Pagbilao Grande NHS	JEMIMAH E. OLARTE
4	Silangang Malicboy NHS	ROSALYN A. MARIANO
5	Unisan NHS	VANESSA D. ABELLA

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6	Marcial B. Villanueva National High School	FRANCIS P. ALVASAN
7	Perez NHS	RONMEL B. MACABANSAG
8	Sto. Domingo National High School	RACHELLE M. CAEG
9	Godofredo M. Tan MSAT	FRANCIS C. LINGAHAN
10	Guinayangan NHS	CRISELDA V. GILBUENA

BATCH 2 - JULY 4, 2023		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
1	Quezon NHS	RODOLFO ALLAN C. CORNEJO
2	Lutucan NHS	RODOLFO ALLAN C. CORNEJO
3	Calauag National High School	MEDEL G. GARCIA
4	Paiisa NHS	REYNIEL M. BANDILLO
5	Recto Memorial National High School	CARLOS J. SANCHEZ
6	Talipan NHS	LOURDES M. MAYUGA
7	Olongtao National High School	CECILIA P. PARTO
8	Pagbilao National High School	MARIA AMABELLE B. AYALA
9	Lamon Bay SF	BERNELLY V. DACILLO
10	Bukal Sur National High School	ORLITO A. DECENA
11	Sta. Catalina National High School	JAYMER F. INTOY

BATCH 3 - JULY 5, 2023		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
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 V. BANQUILES
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	Magallanes NHS	JHUZABELLE D. ORINGO
11	Patnanungan National High School	MANILYN MAE R. SACDALAN
12	Hondagua NHS	MARY GRACE V. GOROSPE

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BATCH 4 – JULY 6, 2023		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
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	LALAIN M. CURIA
6	Libo NHS	LALAIN M. CURIA
7	Polillo NHS	REALISSA E. GARAY
8	Alabat Island National High School	JASMIN B. DELA VICTORIA
9	Burdeos National High School	LORNA A. AFABLE
10	Atimonan National Comprehensive High School	KIMBERLY V. MAGALONA
11	Gumaca National High School	ROWENA C. ASINAS

BATCH 5 – JULY 7, 2023		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
1	Buenavista National High School	ARIANNE E. CEJANE
2	Paaralang Sekundarya ng Lukban	MARIBETH J. AFABLE
3	San Antonio National High School	GELLIE MARE F. SEDILLA
4	Canda National High School	EVANGELINE A. VIDUYA
5	Abuyon National High School	BENJAMIN E. CARABUENA
6	Dagatan NHS	MA. GLORIA I. KAPALUNGAN
7	Lusacan NHS	GLAZEL A. CAPA
8	Manuel S. Enverga Memorial School of Arts and Trades	ARNEL T. DELLOSA
9	Amontay National High School	MARY GRACE M. CLEMENTES
10	Dr. Maria Pastrana NHS	LEILA S. DOTE
11	Elias A. Salvador NHS	CAROLINE M. CASIDSID
12	Pagsangahan National High School	FRANCIS P. ALVASAN

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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.

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:


GREGORIO T. MUECO
Assistant Schools Division Superintendent

accmrlg06/20/2023

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