




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

  
DEPED - QUEZON  
ICT UNIT  
**UPLOADED**  
Date/Time: JUN 10 2022  
By: Christel N. B. Am  
Ref. no. DM 460, s. 2022

08 June 2022

**DIVISION MEMORANDUM**  
DM No. 460, s. 2022

**DIVISION PRE-CONSOLIDATION OF CY 2022 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 FY 2022 Mid-Year Financial Reports, this office will conduct a pre-consolidation of financial reports on **June 27 - July 1, 2022** at the Library Hub of Division Office.
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 – JUNE 27, 2022</b>	
<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
Amontay National High School	Mary Grace M. Clementes
Concepcion National High School	Loury Fhaye M. Durante
Elias Salvador National High School	Caroline M. Casidsid
Godofredo M. Tan Memorial School of Arts And Trades	Francis C. Lingahan
Malinao Ilaya National High School	Ana Rose Tolentino
Marcial B. Villanueva National High School	Francis P. Alvasan
Pagbilao Grande Island National High School	Jemimah E. Olarte
Perez National High School	Ronmel B. Macabansag

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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Silangang Malicboy National High School	Caroline M. Casidsid (OIC)
Sto. Domingo National High School	Cristine Castillo (OIC)
Unisan National High School	Richel R. Pareja

<b>BATCH 2 – JUNE 28, 2022</b>	
<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
Alabat Island National High School	Jasmin B. Dela Victoria
Atimonan National Comprehensive High School	Kimberly V. Magalona
Guinayangan National High School	Julie Anne N. Calleja
Magallanes National High School	Cristine H. Castillo
Pagbilao National High School	Maria Amabelle B. Ayala
Olongtao National High School	Cecilia P. Parto
Canda National High School	Evangeline C. Viduya
Quezon National High School	Edmundo R. Marin, Jr.
Lusacan National High School	Glazel A. Capa
Dr. Maria D. Pastrana National High School	Leila S. Dote
Dagatan National High School	Ma. Gloria I. Kapalungan

<b>BATCH 3 – JUNE 29, 2022</b>	
<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
Hondagua National High School	Mary Grace V. Gorospe
Lamon Bay School Of Fisheries	Lydia M. Deuna
San Isidro National High School - Catanauan	Myla DI. Resurreccion
Bukal Sur National High School	Orlito A. Decena
Calauag National High School	Medel G. Garcia
San Antonio National High School	Gellie Mare Flores-Sedilla
Talipan National High School	Orlito A. Decena (OIC)

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<b>BATCH 4 – JUNE 30, 2022</b>	
<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
Binulasan Integrated School	Loida S. Damaso
Paaralang Sekundarya Ng Heneral Nakar	Liwayway L. Moises
Libo National High School	Lalaine M. Curia
Tongohin National High School	Millardo A. Ramallosa
Ungos National High School	Rosewinda C. Villanueva
Patnanungan National High School	Jenelyn J. Llaneta
Polillo National High School	Realissa E. Garay
Burdeos National High School	Lorna A. Afable
Buenavista National High School	Arianne E. Cejane
Cabay National High School	Arlene D. Asilo
Manuel Macasaet National High School	Lota C. Balitaan
Dr. Panfilo Castro National High School	Ma. Adela A. Mendoza (OIC)
Paiisa National High School	Ma. Adela A. Mendoza

<b>BATCH 4 – JULY 1, 2022</b>	
<b>SCHOOL</b>	<b>ACCOUNTANT/SENIOR BOOKKEEPER</b>
Abuyon National High School	Benjamin C. Carabuena
Infanta National High School	Leonilyn P. Crisostomo
Paaralang Sekundarya Ng Lucban	Maribeth J. Afable
Camflora National High School	Lyn M. Vender
Pagsangahan National High School	Lyn M. Vender (OIC)
Gumaca National High School	Rowena C. Asinas
Lopez National Comprehensive National High School	Glaiza M. Cahilig
Bondoc Peninsula Agricultural High School	Elizabeth T. Palma
Lutucan National High School	Rodolfo Allan C. Cornejo
Manuel S. Enverga Memorial School Of Arts And Trades	Arnel T. Dellosa
Recto Memorial National High School	Carlos J. Sanchez
San Isidro National High School - Gen. Luna	Carmelita T. Peñales
Sta. Catalina National High School	Jaymer F. Intoy

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4. Strict adherence on IATF minimum health and safety protocols shall be considered.
5. Travelling expenses are chargeable to the respective school MOOE subject to usual COA auditing rules and regulations.
6. 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

Acc/jft6/08/2022

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