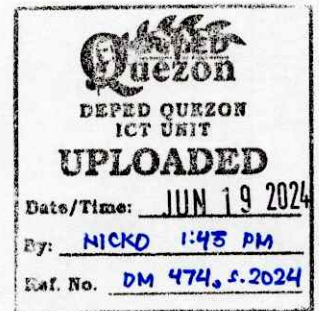




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 June 2024

DIVISION MEMORANDUM
DM No. 474, s. 2024

DIVISION PRE-CONSOLIDATION OF CY 2024 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 2024 Mid-Year Financial Reports, this office will conduct a pre-consolidation of financial reports on **July 1 - 4, 2024** 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 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 of this Memorandum is desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent 

accahm06/13/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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Enclosure No. 1.

BATCH 1 - JULY 1, 2024		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
1	Amontay National High School	MARY GRACE M. CLEMENTES
2	Bondoc Peninsula Agricultural High School	ELIZABETH T. PALMA
3	Bukal Sur National High School	ORLITO A. DECENA
4	Cabay National High School	ARLENE D. ASILO
5	Calauag National High School	MEDEL G. GARCIA
6	Camflora National High School	LYN V. BANQUILES
7	Dr. Maria Pastrana NHS	LEILA S. DOTE
8	Dr. Panfilo Castro National High School	EVELYN P. CEDARIA
9	Elias A. Salvador NHS	CAROLINE M. CASIDSID
10	Godofredo M. Tan Memorial School	FRANCIS LINGAHAN
11	Paiisa National High School	REYNIEL M. BANDILLO
12	San Isidro National High School - Catanauan	MYLA DL. RESURRECCION
13	San Isidro National High School, General Luna	CARMELITA P. PEÑALES
14	Tagkawayan NHS	FREDA R. ELEAZAR

BATCH 2 - JULY 2, 2024		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
1	Dagatan National High School	GLAZEL A. CAPA
2	Dolores Macasaet National High School	LOTA C. BALITAN
3	Lamon Bay SF	BERNELLY V. DACILLO
4	Lopez National Comprehensive High School	GLAIZA M. CAHILIG
5	Lusacan National High School	GLAZEL A. CAPA
6	Lutucan National High School	RODOLFO ALLAN C. CORNEJO
7	Olongtao National High School	CECILIA P. PARTO
8	Pagbilao National High School	MARIA AMABELLE B. AYALA
9	Quezon National High School	MARIA AMABELLE B. AYALA
10	Recto Memorial National High School	CARLOS J. SANCHEZ
11	Sta. Catalina National High School	JAYMER F. INTOY
12	Talipan National High School	LOURDES M. MAYUGA
13	Marcial B. Villanueva National High School	FRANCIS P. ALVASAN
14	Perez National High School	RONMEL B. MACABANSAG

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BATCH 3 – JULY 3, 2024		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
1	Alabat Island National High School	JASMIN B. DELA VICTORIA
2	Atimonan National Comprehensive High School	KIMBERLY V. MAGALONA
3	Binulasan National High School	LOIDA S. DAMASO
4	Burdeos National High School	JOSEFINO N. JENIOSA JR.
5	Guinayangan NHS	CRISELDA V. GILBUENA
6	Gumaca National High School	ROWENA C. ASINAS
7	Infanta National High School	LEONILYN P. CRISOSTOMO
8	Libo National High School	AICHELL D. AMERICA
9	P.S ng Heneral Nakar	LALAINE M. CURIA
10	Patnanungan National High School	MANILYN MAE R. SACDALAN
11	Polillo National High School	REALISSA E. GARAY
12	Sto. Domingo National High School	RACHELLE M. CAEG
13	Tongohin National High School	MILLARDO A. RAMALLOSA
14	Ungos National High School	ROSEWINDA C. VILLANUEVA

BATCH 4 – JULY 4, 2024		
	SCHOOL	ACCOUNTANT/ SENIOR BOOKKEEPER
1	Abuyon National High School	BENJAMIN E. CARABUENA
2	Buenavista National High School	ARIANNE E. CEJANE
3	Canda National High School	EVANGELINE A. VIDUYA
4	Concepcion National High School	LOURY FHE M. DURANTE
5	Hondagua NHS	MARY GRACE V. GOROSPE
6	Magallanes NHS	JHUZABELLE D. ORINGO
7	Malinao Ilaya Integrated National High School	ANNA ROSE A. TOLENTINO
8	Manuel S. Enverga Memorial School of Arts and Trades	ARNEL T. DELLOSA
9	Paaralang Sekundarya ng Lukban	MARIBETH J. AFABLE
10	Pagsangahan NHS	FRANCIS P. ALVASAN
11	Pagbilao Grande NHS	JEMIMAH E. OLARTE
12	San Antonio National High School	GELLIE MARE F. SEDILLA
13	Silangang Malicboy NHS	ROSALYN A. MARIANO
14	Unisan National High School	VANESSA D. ABELLA

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