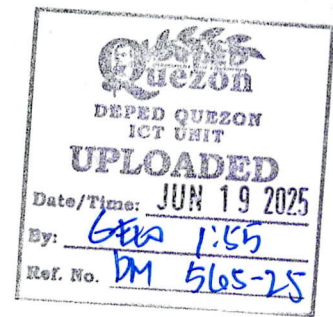




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 June 2025

**DIVISION MEMORANDUM**  
DM No. 565, s. 2025

**DIVISION PRE-CONSOLIDATION OF CY 2025 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 the Regional Seminar-Workshop on the Preparation of CY 2025 Mid-Year Financial Reports on July 9-11, 2025, this office will conduct a pre-consolidation of financial reports on **June 27, 30 & July 1-2, 2025**, 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 B. BAUTISTA, CESO V**  
Schools Division Superintendent

accahm06/25/2025

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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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Enclosure No. to DM No. 565, s. 2025.

| <b>BATCH 1 – JUNE 27, 2025</b> |                                             |                                     |
|--------------------------------|---------------------------------------------|-------------------------------------|
|                                | <b>SCHOOL</b>                               | <b>ACCOUNTANT/SENIOR BOOKKEEPER</b> |
| 1                              | Bondoc Peninsula Agricultural High School   | ELIZABETH T. PALMA                  |
| 2                              | Burdeos National High School                | JOSEFINO JENIOSA                    |
| 3                              | Dagatan NHS                                 | Emelou L. Severino                  |
| 4                              | Dolores Macasaet National High School       | LOTA C. BALITAAN                    |
| 5                              | Dr. Panfilo Castro National High School     | EVELYN P. CEDARIA                   |
| 6                              | Libo NHS                                    | CRIZETTE EBREO                      |
| 7                              | Lopez National Comprehensive High School    | GLAIZA M. CAHILIG                   |
| 8                              | Marcial B. Villanueva National High School  | Icon Won M. Bantolo                 |
| 9                              | Olongtao National High School               | CECILIA P. PARTO                    |
| 10                             | Pagsangahan National High School            | MARK ANGELO DENVER                  |
| 11                             | Polillo NHS                                 | REALISSA E. GARAY                   |
| 12                             | San Isidro National High School - Catanauan | MYLA DL RESURRECCION                |
| 13                             | Tagkawayan NHS                              | FREDA R. ELEAZAR                    |
| 14                             | Tongohin NHS                                | MILLARDO A. RAMALLOSA               |
| 15                             | Ungos NHS                                   | RENANTE MIRAS                       |
| <b>BATCH 2 – JUNE 30, 2025</b> |                                             |                                     |
|                                | <b>SCHOOL</b>                               | <b>ACCOUNTANT/SENIOR BOOKKEEPER</b> |
| 1                              | Amontay National High School                | MARY GRACE MOMONGAN                 |
| 2                              | Cagsiay NHS                                 | JENALYN OSUNA                       |
| 3                              | Camflora National High School               | LYN V. BANQUILES                    |
| 4                              | Hinguiwin NHS                               | Cherry May Samiado                  |
| 5                              | Lamon Bay SF                                | MICHELLE ARANDELA                   |
| 6                              | Leonarda D. Vera Cruz NHS                   | AIKO ETREROS                        |
| 7                              | Lusacan National High School                | GLAZEL A. CAPA                      |
| 8                              | Lutucan National High School                | RODOLFO ALLAN C. CORNEJO            |
| 9                              | Pagbilao National High School               | MARIA AMABELLE B. AYALA             |
| 10                             | Elias A. Salvador NHS                       | CAROLINE M. CASIDSID                |
| 11                             | Dr. Maria Pastrana NHS                      | MARY ANN A. TORRES                  |
| 12                             | Recto Memorial National High School         | CARLOS J. SANCHEZ                   |
| 13                             | Sampaloc NHS                                | DARLENE SALAYO                      |
| 14                             | Sta.Catalina National High School           | JAYMER F. INTOY                     |
| 15                             | Talipan National High School                | LOURDES M. MAYUGA                   |

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quezon@deped.gov.ph



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**BATCH 3 – JULY 1, 2025**

|    | <b>SCHOOL</b>                                 | <b>ACCOUNTANT/SENIOR BOOKKEEPER</b> |
|----|-----------------------------------------------|-------------------------------------|
| 1  | Alabat Island National High School            | JASMIN B. DELA VICTORIA             |
| 2  | Atimonan National Comprehensive High School   | Mary Joan Antonette F. Rafon        |
| 3  | Binulasan National High School                | LOIDA S. DAMASO                     |
| 4  | Cabay National High School                    | ARLENE D. ASILO                     |
| 5  | Guinayangan NHS                               | JESSA BAGUI                         |
| 6  | Gumaca National High School                   | ROWENA C. ASINAS                    |
| 7  | Infanta National High School                  | LEONILYN P. CRISOSTOMO              |
| 8  | P.S ng Heneral Nakar                          | LALAIN M. CURIA                     |
| 9  | Paiisa NHS                                    | REYNIEL M. BANDILLO                 |
| 10 | Patnanungan National High School              | MANILYN MAE R. SACDALAN             |
| 11 | Perez NHS                                     | RONMEL B. MACABANSAG                |
| 12 | San Isidro National High School, General Luna | CARMELITA P. PEÑALES                |
| 13 | Sto. Domingo National High School             | RACHELLE M. CAEG                    |
| 14 | Bukal Sur National High School                | ORLITO A. DECENA                    |
| 15 | Calauag National High School                  | MEDEL G. GARCIA                     |

**BATCH 4 – JULY 2, 2025**

|    | <b>SCHOOL</b>                                        | <b>ACCOUNTANT/SENIOR BOOKKEEPER</b> |
|----|------------------------------------------------------|-------------------------------------|
| 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  | Godofredo M. Tan MSAT                                | LECYL C. ROCHA                      |
| 6  | Hondagua NHS                                         | MARY GRACE V. GOROSPE               |
| 7  | Magallanes NHS                                       | JHUZABELLE D. ORINGO                |
| 8  | Malinao Ilaya Integrated National High School        | ANNA ROSE A. TOLENTINO              |
| 9  | Manuel S. Enverga Memorial School of Arts and Trades | ARNEL T. DELLOSA                    |
| 10 | Paaralang Sekundarya ng Lukban                       | MARIBETH J. AFABLE                  |
| 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                   |
| 15 | Quezon National High School                          | ROSALIE IBAL                        |

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