



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

10 October 2023

DIVISION MEMORANDUM

No. 285, s, 2023

ENHANCEMENT TRAINING WORKSHOP OF NON-TEACHING PERSONNEL ON THE PROCESSING AND UTILIZATION OF SCHOOL MOOE, ORIENTATION ON BUDGET PREPARATION CUM WRITING CORRESPONDENCE.

TO: Asst. Schools Division Superintendent
Senior Education Program Specialist
Administrative Officers V
Planning Officer III
School-Based AOs and Administrative Assistants
All Other Concerned

1. With reference to COA Circular No. 2023-004 dated June 14, 2023 entitled "Documentary Requirements for Common Government Transactions Amending COA Circular No. 2012-001 dated June 14, 2012 and DBM National Budget Memorandum No. 142 dated January 12, 2022 entitled "National Budget Call for 2023", an Enhancement Training Workshop will be conducted by the Budget and Accounting Unit on November 9 & 10, 2023 at the Ivatan Conference Hall, SDO Batanes, to discuss matters that pertains to COA Circular and DBM Memorandum, capacitate and orient participants on writing correspondences.
2. List of participants is found in Enclosure No.1
3. Please bring the following data for the workshop on the Budget Preparation for Fiscal Year 2025.
 - a. Projected Enrolment for 2025
 - b. Projected No. of graduating students for 2025
 - c. Number of classrooms
 - d. Numbers of Teachers
 - e. 2024 School Budget Proposal File
 - f. Gender and Development Plan
4. Meals and snacks will be charged against Organizational and Professional Development Fund for Non-Teaching Personnel while travelling and other incidental expenses will be charged against School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.



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5. For your information and compliance.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

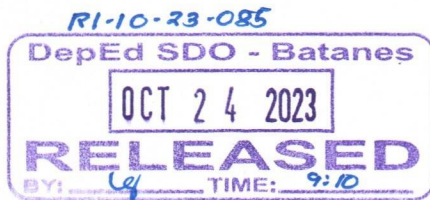
Encl: List of participants
Reference:

As stated

To be indicated in the Perpetual Index
Under the following subjects

WORKSHOP
BUDGET

OSDS/bdt/cbp



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LIST OF PARTICIPANTS FOR THE ENHANCEMENT TRAINING OF
NON-TEACHING PERSONNEL ON THE PROCESSING AND UTILIZATION OF SCHOOL MOOE,
ORIENTATION ON BUDGET PREPARATION CUM WRITING CORRESPONDENCE

November 9 & 10, 2023

Name of Participants	Designation	School Assignment
1. Mary Dale F. Elica	Administrative Officer II	Basco Central School
2. Claudia Felma Balasbas	Administrative Officer II	Diptan Elementary School
3. Jerrilyn C. Quianzon	Administrative Officer II	Chanarian Elementary School
4. Hazel F. Espinosa	Administrative Officer II	Valugan Integrated School
5. Evelyn G. Bartilad	Admin. Assistant II	Tukon Elementary School
6. Mary Grace A. Quijalvo	Admin. Assistant III	Mahatao Central School
7. Shiela C. Carzon	Administrative Officer II	Diura Barrio School
8. Alma C. Alcantara	Admin. Assistant II	San Vicente Barrio School
9. Daryl Keyth Batallones	Admin. Assistant III	Ivana Elementary School
10. Kristine Joy A. Cataluna	Administrative Officer II	Uyugan Elementary School
11. Joan C. Hortiz	Admin. Assistant II	Itbud Integrated School - Elem
12. Esperanza Judy D. de Sagon	Administrative Officer II	Imnajbu Barrio School
13. Zoe Dympna H. Cartano	Administrative Officer II	Sabtang Central School
14. Jay Ardee A. Fadriga	Admin. Assistant III	Chavayan Elementary School
15. Agnes B. Beronque	Admin. Assistant II	Nakanmuan Elementary School
16. Bryan Akeem L. Acosta	Administrative Officer II	Sumnanga Elementary School
17. Necy A. Alcazar	Administrative Officer II	Savidug Barrio School
18. Iza C. Villa	Administrative Officer II	Itbayat Central School
19. Jarah Dennise S. Garcia	Administrative Officer II	Mayan Elementary School
20. Lyla Salengua	Admin. Assistant III	Raele Integrated School - Elem
21. Derlie Mae P. Villa	Admin. Assistant III	Yawran Barrio School
22. Redenta M. Gonzales	Admin. Assistant II	BNSHS
23. Mary Rose F. Escobido	Admin. Assistant II	BNSHS
24. Abigail G. Cultura	Admin. Assistant II	INAHS
25. Mary Gail C. Gonzales	Admin. Aide IV	INAHS
26. Kenneth C. Villanueva	Accountant I	SNSF
27. Byron C. Ramos	Admin. Officer IV	SNSF
28. John Anthony R. Balasbas	Admin. Assistant III	Mahatao National High School
29. John Alvin C. Enego	Admin. Assitant III	Ivana National High School
30. Lauren Elica	Admin. Assistant III	Batanes Gen. Comprehensive HS
31. Armie H. Nanud	Admin. Assitant II	Itbud Integrated School - Sec
32. Kristine Gay E. Gordo	Admin. Assistant II	Raele Integrated School - Sec
33. Monica D. Gavilan	Admin. Assistant I	SDO - Budget Unit
34. Mary Joan B. Arca	Admin. Assistant II	SDO - Accounting Unit
35. Genevieve Enego	Admin. Assistant III	SDO- Accounting Unit
36. Carl Angelo Bayaras	Admin. Assistant III	SDO - Accounting Unit
37. Leslie Joy S. Merina	Admin. Assistant III	SDO - Accounting Unit
38. Nathalie Joyce C. Balles	Admin. Assistant III	SDO - Accounting Unit
39. Raisa V. Beronque	Admin. Assistant III	SDO - Budget Unit
40. Cristina B. Poncio	Administrative Officer V	SDO - Budget Unit
41. Virginia A. Vinalay	Administrative Officer V	SDO - Administrative Unit
42. Oliver R. Carias	Planning Officer II	SDO - SGOD
43. Ayrine C. Geronimo	Educ. Program Specialist II	OSD- SGOD