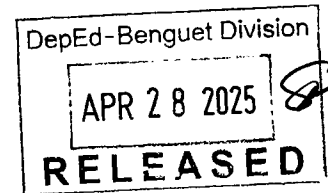




Republic of the Philippines
Department of Education
Schools Division of Benguet

April 25, 2025

DIVISION MEMORANDUM
NO. 170,52025



TO: Public Schools District Supervisor
Elementary and Secondary School Heads
Mobile and School Bookkeepers of Non-Implementing Units
All concern personnel

Subject: CY 2025 FIRST KUMUSTAHAN SA FINANCE

1. The Division Office will be conducting the First Kumustahan sa Finance to all designated School, Mobile and District Bookkeepers on April 30, 2025 (8:00 AM to 5:00 PM) at NEAPR Hall, DepEd RO-CAR, Wangal, La Trinidad, Benguet.
2. The kumustahan aims to update the Finance Personnel on the following topics:
 - a. Schools MOOE Balances and Status of Liquidation;
 - b. Reconciliation of schools Subsidiary Ledger vs. SDO Records;
 - c. Preparation of Monthly Bank Reconciliation;
 - d. Presentation of advances to operating expenses; and
 - e. Updates on financial matters.
3. Participants are as follows:

	Number of Participants
Schools Division Superintendent	1
SDO-Finance	12
Administrative Assistant II	47
Administrative Assistant III	37
Administrative Officer II (Concurrent bookkeeper)	5
TOTAL	



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





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4. Participants are required to bring their laptops and hard copy of their updated subsidiary ledgers.
5. Meals shall be charged to the Schools Division office MOOE while traveling expenses shall be charge against available local funds subject to the usual budgeting, accounting and auditing rules and regulations.
6. This memorandum shall serve as the official travel authority for all identified participants. (Attachment 2)
7. Immediate dissemination of this memorandum to all concerned is enjoined.

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent



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Attachment 1

Matrix of Activities

DAY 1-3	TOPIC	SPEAKER
7:30 – 8:00 AM	Registration/Arrival	Facilitators
8:00 – 8:30 AM	Opening Program: Nationalistic Song Prayer Morning Exercise Presentation of Participants	AVP Facilitators
8:30 AM – 9:30 AM	Message	Estela P. Leon- Cariño, EdD, CESO III Schools Division Superintendent
9:30 – 10:00 AM	Health Break	
10:00 – 10:30 AM	MOOE Balances & Status of Liquidation	Alma B. Sagayo
10:31 – 11:15 AM	Preparation of Monthly Bank Reconciliation.	Beverly B. Marzo
11:16 – 12:00 PM	Presentation of advances to operating expenses	Kimberly C. Parian
12:01 PM – 1:00 PM	Lunch Break	
1:01 PM – 2:00 PM	Presentation of Tax issues/concerns	Fherlyn S. Balancia
2:01 PM – 2:30 PM	Open Forum	
2:31 PM – 5:00 PM	Reconciliation of schools Subsidiary Ledger vs. SDO Records.	



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Attachment 2

KUMUSTAHAN LIST OF PARTICIPANTS		
ATOK Cagas, Lusila L. Coilan, Sharmaine G. Magsiano, Fatima S. Tawa, Delailah A.	BAKUN Anongos, Jovanie T. Benny, Rodnie L. Dalgis, Grayza L. Laita, Leona Martes, Genevieve S. Valdez, Jocelia S.	BOKOD Bayacsan, Rhona Mae M. Billiones, John S. Cuidno, Freddie Kidmano, Haylee C. Pa-ay, Jackery Lin Sierra, Marilou Toribio, Angelica
BUGUIAS Baiwes, Roger Catubag, Janet Damilo, Wilma Langtiwan, Narissa Minas, Junas Paciteng, Jocelyn Payangdo, Rose Marie Walsie, Mary Joy	ITOGON I Diase, Carlo Jay Esnara, Roselyn P. Kimbes, Jean Caoili Lictag, Claire Lictag, Jemma Ticque, April	ITOGON II Ayanasan, Janno Cos-eg, Hanson Incio, Ruth Pino, Faithlyn Jill Waclin, Jennifer
KABAYAN Boac, Jemima B. Dirik, Jhaynel P. Juliano, Shiela P. Kingay, Kyra Tope Matias, Dinah S. Sab-it, Nhelves Sheen A.	KAPANGAN Cura, Jenalyn Pangaliman, Rebecca Sagayo, Brima Saliw-an, Kylyn B. Tungpalan, Joan Tacio, Luzviminda B.	KIBUNGAN Dao-anis, Mary Grace Dongga-as, Marissa Gapad, Jonalyn Malag, Fevelyn Ngayaan, Jenny Belle Palad-og, Krizzel_An Pascaden, Eliza Ving Sacpa, Roxanne



Republic of the Philippines
Department of Education
Schools Division of Benguet

LA TRINIDAD Alingbas, Melody Aringay, Ronald Allan Bumakil, Carol Damayan, Marjorie C. Galasgas, Araceli Gay-as, Hydra Tomin, Donesia Wakat, Angelica	MANKAYAN Ablayan, Vianney A. Bognalen, Desiree T. Bucasen, Irene L. Del-isen, Edrine Jae Domanas, Julia Ibag, Rizalina Lisayen, Maricel L. Pinangat, Marinell Joan D. Pladio, Sherwin Eday, Mercy B. Ugalde, Jarriet s.	TUBA Aгнаonao, Jeoben Bañez, Donna Claire Batil, Jeralyn Cariño, Wilma Dosdos, Jenny Kymberly Lontoc, Brinalyn Mino, Daisy Mae Soriano, Wenny
SABLAN Calayon, Jerald Ganggangan, Nancy Saclet, Angelita	TUBLAY Dig-o, Julius Dumasing, Jovina Melecio, Noeme Suidta, Joyce	Finance Personnel Buclay, Florabel E. Pagoy, Florinda C. Aroco, Francisca M. Balancia, Fherlyn S. Calapen, Jia Faye A. Dawang, Loise Margareth J. Fagsao, Claire May S. Marzo, Beverly B. Montes, Chiqui Anne T. Parian, Kimberly C. Sagayo, Alma B.