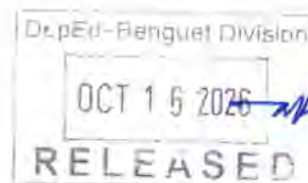




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



16 October 2026

DIVISION MEMORANDUM

No. 441, s. 2026

**CONDUCT OF CONFERENCE-WORKSHOP CUM KUMUSTAHAN
FOR CY 2026**

To: Public Schools District Supervisors /District In-Charge
Public Elementary and Secondary School Heads
Mobile and School Bookkeepers of Non-Implementing Units
All Others Concerned

1. To ensure quality, efficient and effective program implementation and service delivery aligned with the DepEd's agenda, this Office enjoins all identified participants (*see Enclosure 1*) to attend the **two-day conference-workshop cum Kumustahan** on **October 22-23, 2026** at the **SDO Adivay Hall**, Wangal, La Trinidad, Benguet.
2. This activity aims to enhance knowledge and skills on the preparation of liquidation reports/Budget and Financial Accountability Reports, reconcile school MOOE balances with SDO reports and provide avenue for presentation and discussion of issues and/or concerns and determination of solutions.
3. Participants must bring laptops and the Journal Entry Vouchers / Subsidiary Ledgers of all schools that they currently handle.
4. The meals (Lunch and AM & PM snacks) shall be provided chargeable against the SDO MOOE while travel expenses shall be charged against available local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. This memorandum shall serve as the official travel authority for all identified participants.
6. Immediate dissemination and strict adherence to this memorandum are directed.

sgd

CARMEL F. MERIS

OIC – Schools Division Superintendent

Enclosure 1.

List of Participants for the Conference – Workshop Cum Kumustahan for CY 2026				
	District	Name	Position	School
1	ATOK	Cagas, Lusila L.	Administrative Assistant II	Camp 30 NHS
2		Coilan, Sharmaine G.	Administrative Assistant III	Camp 30 ES
3		Magsiano, Fatima S.	Administrative Assistant III	Celo Haight NHS
4		Anongos, Leny	Administrative Assistant II	Cagui-ing IS
5	BAKUN	Anongos, Jovanie T.	Administrative Assistant II	Cadsi-Amoy ES
6		Benny, Rodnie L.	Administrative Assistant III	Sinacbat ES
7		Dalgis, Grayza L.	Administrative Assistant III	Bagtangan ES
8		Valdez, Jocelia S.	Administrative Assistant II	Sinacbat NHS
9		Pengi, Xyra Mae L.	Administrative Assistant II	Bakun NHS
10		Malag, Fevelyn	Administrative Assistant III	Ampusongan ES
11	BOKOD	Bayacsan, Rhona Mae M.	Administrative Assistant III	Ambangeg ES
12		Billiones, John S.	Administrative Assistant III	Daklan ES
13		Kidmano, Haylee C.	Administrative Assistant III	Ekip ES
14		Pa-ay, Jackery Lin	Administrative Assistant II	Ambuklao NHS
15		Toribio, Angelica	Administrative Assistant III	Bokod CS
16		Lacbawan, Flor P.	Administrative Assistant III	Ambangeg NHS
17		Sierra, Marilou	Administrative Assistant III	Ambuklao ES
18	BUGUIAS	Baiwes, Roger	Administrative Assistant II	Natubleng NHS
19		Catubag, Janet	Administrative Assistant III	Abatan ES
20		Paciteng, Jocelyn	Administrative Assistant III	Bekes ES
21		Walsie, Mary Joy	Administrative Assistant III	Buguias CS
22		Tindo, Novelyn	Administrative Assistant II	Bangao NHS

23		Agayao, Mayia	Administrative Assistant II	Bot-oan ES
24		Valdez, Lucia	Administrative Assistant III	Sinipsip NHS
25		Cacdac, Elma	Administrative Assistant II	Catlubong NHS
26		Langtiwan, Narissa	Administrative Assistant II	Loo ES
27	ITOGON I	Lictag, Jemma	Administrative Assistant III	Jose F. Opiles ES
28		Nabaysar, Maluz Samantha	Administrative Assistant II	Trazon S. Fianza Sr. NHS
29		Atiw, Venus	Administrative Assistant II	Loacan NHS
30		Benaldo, Myra Fe	Administrative Assistant II	Binga NHS
31		Diase, Carlo Ray	Administrative Assistant III	Tuding ES
32		Bumakil, Rossana	Administrative Assistant III	
33		Kitongan, Hazel	Administrative Officer II	
34	ITOGON II	Anayasan, Janno	Administrative Assistant II	Laurencio Fianza NHS
35		Cos-eg, Hanson	Administrative Assistant III	Manganese IS
36		Waclin, Jennifer	Administrative Assistant II	Balatoc ES
37		Soliaban, April Rose	Administrative Assistant III	Lawiguen ES
38		Tanongon, Gwena Ruth	Administrative Assistant II	Ampucao NHS
39	KABAYAN	Juliano, Shiela	Administrative Assistant III	Duacan PS
40		Matias, Dinah S.	Administrative Assistant II	Adaoay ES
41		Aladog, Noeme	Administrative Assistant III	Kabayan CIS
42		Masing, Racquel	Administrative Assistant II	Tawangan-Lusod NHS
43		Nemo, Nelma	Administrative Assistant II	Abucot IS
44		Sumali, Karina	Administrative Assistant II	Adaoay NHS
45	KAPANGAN	Cura, Jenalyn	Administrative Assistant III	Kapangan CS
46		Sagayo, Brima	Administrative Assistant III	Sagubo ES
47		Tungpalan, Joan	Administrative Assistant III	Lomon ES

48		Tacio, Luzviminda	Administrative Assistant II	Taba-ao IS
49		Bay-an, Julie Ann	Administrative Assistant II	Kapangan Central NHS
50		Pacatiw, Grail	Administrative Assistant II	Kapangan NHS
51	KIBUNGAN	Dongga-as, Marissa	Administrative Assistant II	Sagpat IS
52		Fherlyn Balancia	Administrative Assistant III	Saddle ES
53		Kimo, Jeanneatte	Administrative Assistant III	Kibungan CS
54		Day-as, Jeffer	Administrative Assistant III	
55		Jonathan Gapad	Administrative Officer II	
56	LA TRINIDAD	Galasgas, Araceli	Administrative Assistant II	Cordillera Science NHS
57		Tomin, Donesia	Administrative Assistant II	Bineng NHS
58		Omalio, Karen	Administrative Assistant III	Benguet SPED Center
59		Wakat, Angelica P.	Administrative Assistant II	
60		Aringay, Ronald Allan	Administrative Assistant II	
61		Gay-as, Hydra	Administrative Assistant III	Balili ES
62		Ca-asi, Tricia Camille G.	Administrative Assistant III	Don Pulas ES
63		Aswit, Marjorie	Administrative Assistant II	Eastern La Trinidad NHS
64	MANKAYAN	Saclet, Angelita	Administrative Assistant III	
65		Ballada, Jezre	Administrative Assistant II	Bulalacao NHS
66		Bognalen, Desiree T.	Administrative Assistant II	Tabio NHS
67		Nalicao, Venus M.	Administrative Assistant II	Guinaoang NHS
68		Del-isen, Edrine Jae	Administrative Assistant III	Colalo ES
69		Ibag, Rizalina	Administrative Assistant III	Cabacab NHS
70		Pinangat, Marinell Joan D.	Administrative Assistant II	Bulalacao ES
71		Eday, Mercy B.	Administrative Assistant III	Balili ES
72		Ugalde, Jarriet S.	Administrative Assistant II	Balili NHS
73		Ablayan, Vianney A.	Administrative Assistant III	Mankayan CS

74		Nabulay, Irene	Administrative Assistant II	Cabiten NHS
75		Bitayan, Dheann	Administrative Assistant III	Mankayan CS
76	SABLAN	Pilay, Ariel	Administrative Assistant II	Sablan NHS
77		Gang-gangan, Nancy	Administrative Assistant III	Mating Mangosan ES
78		Bayeng, Marites	Administrative Assistant II	
79	TUBA	Agnaonao, Jeoben	Administrative Assistant II	Tuba Central NHS
80		Bañez, Donna Claire	Administrative Assistant III	Evelio Javier Memorial NHS
81		Lontoc, Brinalyn	Administrative Assistant III	
82		Valdez, Krisline	Administrative Assistant II	Taloy Sur NHS
83		Paladsik, Lorna	Administrative Assistant II	
84		Dosdos, Kymberly	Administrative Assistant II	Twin Peaks NHS
85		Togana, Trojan	Administrative Assistant III	
85		Quines, Liezl	Administrative Assistant II	Marcelo Marquez NHS
86		Bandala, Josephine	Administrative Assistant III	
87		Gayaso, Jonalyn	Administrative Officer II	Tuba CS
88	TUBLAY	Dig-o, Julius	Administrative Assistant III	Paoad ES
89		Aplat, Merrygel	Administrative Assistant III	Albis ES
90		Curiman, Wendy	Administrative Assistant II	Mamuyod ES
91		Ticque, April	Administrative Assistant II	Tublay National Trade HS
92	FINANCE PERSONNEL	Florinda C. Pagoy	Accountant III	SDO BENGUET
93		Florabel E. Buclay	Administrative Officer V (Budget Officer)	SDO BENGUET
94		Francisca M. Aroco	Administrative Assistant III	SDO BENGUET
95		Mannielyn Bestre	Administrative Assistant II	SDO BENGUET
96		Andrey P. Budadda	Administrative Assistant III	SDO BENGUET
97		Claire May S. Fagsao	Administrative Assistant III	SDO BENGUET
98		Beverly B. Marzo	Administrative Assistant III	SDO BENGUET
97		Chiqui Anne T. Montes	Administrative Assistant III	SDO BENGUET

99		Erika Sacpa	Administrative Assistant II	SDO BENGUET
100		Rojim Palayao	Administrative Assistant I	SDO BENGUET
101		Jannylyn C. Quinuan	Accounting Assistant	SDO BENGUET
102		Violy Nang-is	GIP	SDO BENGUET
103	Admin Office	Mahal M. Rifani	Administrative Officer V	SDO BENGUET
104	Procurement Unit	Edralyn C. Ganga	Administrative Officer IV	SDO BENGUET
105		Kimberly C. Parian	Administrative Officer II	SDO BENGUET

MATRIX OF ACTIVITIES

DAY 1	TOPIC	In-charge/Speaker
7:30 - 8:00 am	Registration/Arrival	PMT
8:01 - 8:30 am	Opening Program	PMT
8:31 - 8:45 am	Message	Mahal M. Rifani Administrative Officer V
8:46-10:00 am	Updates on School MOOE balances as of October 2026	Rujim Palayao ADAS I Budget Office
10:01 - 10:15am	Health Break	
10:16 -11:15	Updates on New Government Procurement Act (RA 12009)	Edralyn C. Ganga Administrative Officer IV Procurement Unit
11:16 – 12:00pm	Documentary Requirements	Kimberly C. Parian Administrative Officer II Procurement Unit
12:01- 1:00pm	Lunch Break	
1:01 - 3:00 pm	Workshop on reconciliation of balances - School Subsidiary Ledger vs SDO Subsidiary Ledger.	District bookkeepers and School Bookkeepers
3:01 - 3:15	Health Break	
3:16 - 5:00pm	Continuation of Workshop on Reconciliation of Balances.	District bookkeepers and School Bookkeepers
DAY 2		
7:30 - 8:00 am	Registration	PMT
8:01 - 8:15 am	Management of Learning	Assigned participants
8:16 -10:00am	Continuation of Workshop on Reconciliation of Balances.	District bookkeepers and School Bookkeepers
10:01 - 10:15am	Health Break	
10:16 -12:00pm	Workshop on preparation of Annex G.	District Bookkeepers
12:01- 1:00pm	Lunch Break	
1:01 - 4:00 pm	Ways Forward Health Break (3:00 - 3:15) Closing Program	Assigned Management of Learning
4:01pm-onwards	Home Sweet Home	