



DIVISION MEMORANDUM

August 1, 2017

No. 374

S. 2017

TRAINING WORKSHOP ON BANK RECONCILIATION

TO: Clustered Elementary Senior Bookkeepers/Designate
Senior Bookkeepers, Junior High School IUs
Senior Bookkeepers/Designate, Junior High School Non-IUs
Administrative Assistant II or Senior Bookkeepers/Designate, Senior High School
Division Office Finance Personnel

1. The Finance Section of this division shall conduct a two-day live-in Training Workshop on Bank Reconciliation on August 10-11, 2017 at a venue to be set.
2. Expected participants of these training workshop are finance personnel who are assigned in checking School MOOE liquidation reports. Please refer to Enclosure 1 for the List of Participants, Facilitators and Resource Speakers.
3. Per COA recommendation on AOM No. 2017-002 dated June 5, 2017, this training workshop aims to:
 - 3.1. Reconcile bank balances against School CDRs
 - 3.2. Provide and Submit COA the latest and updated Bank Reconciliation Statements
 - 3.3. Build pool of trainers to cascade tips, tools and techniques in Bank Reconciliation
 - 3.4. Ensure cash management control mechanisms
4. Participants are expected to bring the following:
 - 4.1. DBP Bank Statements from January – June 2017, January-December 2016 (arranged by school)
 - 4.2. Cash Disbursement Register April to June 2017 (arranged by school)
 - 4.3. Subsidiary Ledgers with postings from January 2017 to present
 - 4.4. Latest Bank Reconciliation Statements prepared
 - 4.5. Laptop with extension wire, USB Flash Drive, Pencil and Training Notebook
5. For strict compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
Tel Nos.: (088) 856-4454 / (08822) 72-46-15



LIST OF PARTICIPANTS ON TRAINING WORKSHOP ON BANK RECONCILIATION

Enclosure No. 1 to Division Memorandum No. 374, s. 2017

No.	Name	Designation	School/District
Division Office			
1	Ranalan, Angelita S.	Accountant III	Division office - Accounting
2	Tejano, Mark Lorren T.	Budget Officer III	Division Office - Budget
3	Salisid, Jocelyn B.	ADAS III	Division office - Accounting
4	Jumanguin, Cecile P.	ADAS III	Division office - Accounting
5	Galarpe, Kristoffer C.	ADAS III	Division Office - Budget
6	Anoc, Elmar G.	ADAS III	Division office - Accounting
7	Oguimas, Melody B.	ADAS III	Division office - Accounting
8	Zerna, Elsie B.	ADAS II	Division office - Accounting
9	Gonzales, Christal Mae M.	ADAS II	Division office - Accounting
10	Apdian, Iamie M.	ADAS II	Division office - Accounting
11	Butron, Patricia April M.	ADAS II	Division office - Accounting
12	Quiblat, Analou B.	ADAS II	Division office - Accounting
13	Ipanag, Daisy G.	ADAS II	Division office - Accounting
14	Lanozo, Pocholo Ralph P.	Accounting Clerk	Division office - Accounting
15	Dequino, Gerly G.	Accounting Clerk	Division office - Accounting
16	Bernaldez, Maycille R.	COA Clerk	Division office - COA
17	Azuelo, Sweetie M.	COA Clerk	Division office - COA

Secondary - IUs

1	Burlat, Eda Kareen C.	ADAS III	Alubijid NCHS
2	Echavez, Mary Grace Q.	ADAS III	Initao NCHS
3	Ragrag, Corazon O.	ADAS III	Laguindingan NHS
4	Lagas, Cherry Jean D.	ADAS III	Libertad NHS
5	Aspril, Marietta T.	ADAS III	Medina NCHS
6	Hambre, Ernesa M.	ADAS III	MOGCHS
7	Udarbe, Ma. Corazon L.	ADAS III	Opol NSTS
8	Baylin, Joy Amor A.	ADAS III	Salay NHS
9	Pahunang, Bebelyn M.	ADAS III	Sugbongcogon NHS

Elementary/District

1	Ariasa, Jennifer C.	ADOF II	Alubijid CS
2	Dahang, Merlina R.	ADAS III	Balingasag CS
3	Cagas, Gil V.	ADAS III	Baliwagan CS
4	Iman, Maricar M.	ADAS III	Claveria CS
5	Sandoval, Michael E.	R I	Initao CS
6	Mejos, Bernabe C., JR.	Accounting Clerk	Jasaan CS
7	Ramoso, Ricky M.	ADAS III	Kinoguitan CS
8	Saguing, Mario Carlo A.	ADAS III	Laguindingan CS
9	Bala, Miljude B.	ADAS III	Lugait CS
10	Opiso, Elmerle A.	ADAS III	Magsaysay CS
11	Joson, Junalene B.	ADAS III	Medina CS
12	Canoy, Jemrod R.	ADAS III	Naawan CS
13	Zulueta, Jennifer G.	ADOF II	Salay CS
14	Quintana, Lovely G.	ADAS III	Sugbongcogon CS
15	Lagrosas, Jairen Pearl L.	ADAS III	Tagoloan CS
16	Salvaña, Ludmilla D.	ADAS III	Talisayan CS

Secondary - Non IUs

1	Paderog, Mary Grace F.	ADAS II	Baliwagan NHS
2	Palamine, Jan Paul A.	ADAS II	Dampil NHS
3	Lacbay, Carlosita P.	ADAS II	Mantangale NHS
4	Pangilinan, Teresita Y.	ADAS II	MONHS
5	Lising, Japhet Paul S.	ADAS II	Sta. Ana NHS
6	Villadores, Dale Vincent C.	ADAS II	San Isidro NHS
7	Bacong, Carmela M.	ADAS II	Talisayan NHS
8	Flores, Matilde C.	ADAS III	Bobontugan NHS
9	Baloyos, Annalyn F.	ADAS III	Cabalantian NHS
10	Empinado, Joann B.	ADAS III	Dampil NHS
11	Salon, Ma. Florita O.	ADAS III	Esperanza NHS
12	Tucmo, Gerald C.	ADAS III	Lumbo
13	Navarro, Jay Q.	ADAS III	Mantangale NHS
14	Hambre, Marlyn	ADAS III	Mat-I NHS (Naawan)
15	Jo, Joel T.	ADAS III	Naawan NHS
16	Cueto, Pinky t.	ADAS III	San Isidro NHS
17	Taganas, Juliet C.	ADAS III	Sta. Ana NHS
18	Acedo, Ma. Cecilia D.	ADAS III	Tagoloan NHS

Secondary - SHS

1	Paculba, Jewel Gayle L.	ADAS II	Alubijid SHS
2	Fabria, Manilyn B.	ADAS II	Aposkahoy SHS
3	Buot, Jeneth S.	ADAS II	Aposkahoy SHS
4	Dahang, Edison T.	ADAS II	Baliwagan SHS

Secondary - SHS

5	Gaa, Maria Remie N.	ADAS II	Cabalantian SHS
6	Simborio, Christine C.	ADAS II	Consuelo SHS
7	Rapal, Rochelle A.	ADAS II	Esperanza SHS
8	Quezon, Cherry Rose O.	ADAS II	Hinaplanan SHS
9	Aguilar, Maily B.	ADAS II	Initao SHS
10	Tamayo, Markcon Gerard O.	ADAS II	Kalacapan SHS
11	Mapute, Carol Joy C.	ADAS II	Kibungsod SHS
12	Balangiao, Margareth B.	ADAS II	Lagonlong SHS
13	Mabelin, Sweet Fracess B.	ADAS II	Laguindingan SHS
14	Ramoso, Ronel D. SR.	ADAS II	Lantad IS
15	Gamao, Rolito G.	ADAS II	Lourdes SHS
16	Baang, Lovelle R.	ADAS II	Lugait SHS
17	Bacasma, Roda Mae A.	ADAS II	Lumbo SHS
18	Viente, Ailene G.	ADAS II	Malagana SHS
19	Gumanit, William G. JR.	ADAS II	Mantangale SHS
20	Paler, Cecil Emely D.	ADAS II	Manticao SHS
21	Brian, Nerissa Amor B.	ADAS II	Maputi SHS
22	Pasco, Gerlyn O.	ADAS II	Mat-I (Claveria) SHS
23	Barlisan, Stella Leah B.	ADAS II	Mat-I (Naawan) SHS
24	Gutierrez, Queenie Liezl B.	ADAS II	Medina SHS
25	Enterina, Charisse M.	ADAS II	Portulin SHS
26	Zaportiza, Zachary G.	ADAS II	Salay SHS
27	Ragandang, Joy E.	ADAS II	Sta. Ana SHS
28	Butalid, Leah M.	ADAS II	Sta. Ines SHS
29	Miso, Marjorie D.	ADAS II	Sugbongcogon SHS
30	Palamine, Mabel P.	ADAS II	Tagoloan SHS
31	Baja, Gladjori P.	ADAS II	Talisayan SHS
32	Dimasangcay, Menzie G.	ADAS II	Tambobong-Balacanas SHS
33	Capito, Harold Mae A.	ADOF II	Baliwagan SHS
34	Daguimol, Denny Wray C.	ADOF II	Consuelo SHS
35	Quezon, Fely R.	ADOF II	Jasaan SHS
36	Cablay, Niñojomar S.	ADOF II	Kibungsod SHS
37	Magdugo, Shayne Yannah B.	ADOF II	Laguindingan SHS
38	Tacna, Daisy A.	ADAS II	Binuangan SHS
39	Tinoy, Chares Mylene B.	ADAS II	Mambayaan SHS
40	Nanol, Rhea Cassandra Q.	ADAS II	Looc SHS
41	Orimaco, Nesly G.	Registrar I	Mantangale SHS

Additional Participant

1	Enero, Edrael M.	Clerk	Libertad CS
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Approved by:

CHERRY MAE L. LIMBACO, Ph.D., CESO V
 Schools Division Superintendent