




Republic of the Philippines  
**Department of Education**  
Division of Misamis Oriental

**MEMORANDUM**

No. 188, s. 2019

TO : **CLUSTER BOOKKEEPERS (as listed)**  
**ADMINISTRATIVE ASSISTANTS III (as listed)**  
Junior High School  
**ADMINISTRATIVE ASSISTANTS II (as listed)**  
Senior High School  
**DIVISION ACCOUNTING PERSONNEL (as listed)**

FROM :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SUBJECT : **TRAINING WORKSHOP ON BANK RECONCILIATION**

DATE : **APRIL 22, 2019**

1. To strengthen public accountability and transparency, ensure strict compliance with COA AOM No. 2018-002 dated September 26, 2018 and to provide the necessary control mechanism to protect valuable resources, this Office shall conduct a **TRAINING WORKSHOP ON BANK RECONCILIATION** on **APRIL 26, 2019 (FRIDAY), FROM 8:00 AM TO 5:00 PM** at **PEARLMONT INN, CAGAYAN DE ORO CITY.**
2. The training-workshop specifically aims to:
  - a) Capacitate all the bookkeepers in the preparation of Bank Reconciliation Statement (BRS)
  - b) Reconcile the bank balances against School Cash Disbursement Register (CDR)
  - c) Provide and submit to COA the latest and updated BRS
3. Participants are required to bring the following:
  - a) DBP Bank Statements from January to December 2018
  - b) CDR from January to December 2018
  - c) Subsidiary Ledger from January to December 2018
  - d) Latest BRS prepared
  - e) Laptop with extension wire and USB Flash Drive
4. Travel Expenses shall be charged against School MOOE funds for field personnel subject to usual budgeting, accounting and auditing rules and regulations.
5. For strict compliance.

/ACCTG



Republic of the Philippines  
**Department of Education**  
Division of Misamis Oriental

**LIST OF PARTICIPANTS ON TRAINING WORKSHOP ON BANK RECONCILIATION**

Enclosure to Division Memorandum No. 188, s 2019

No.	Name	Designation	School/District
<b>Divison Office</b>			
1.	RANALAN, ANGELITA S.	Accountant III	DO - ACCOUNTING
2.	TEJANO, MARK LORREN T.	AO V	DO - BUDGET
3.	ANOC, ELMAR G.	ADAS III	DO - ACCOUNTING
4.	BACAS, CHRISTY JOY	ADAS III	DO - ACCOUNTING
5.	BUTRON, PATRICIA APRIL M.	ADAS II	DO - ACCOUNTING
6.	DEQUINO, GERLY G.	ADAS II	DO - ACCOUNTING
7.	GALARPE, KRISTOFFER C.	ADAS III	DO - BUDGET
8.	IPANAG, DAISY G.	ADAS II	DO - ACCOUNTING
9.	JUMANGUIN, CECILE P.	ADAS III	DO - ACCOUNTING
10.	LAGROSAS, JAIREN PEARL L.	ADAS III	DO - ACCOUNTING
11.	LANOZO, POCHOLO RALPH P.	ADAS II	DO - BUDGET
12.	OGUIMAS, MELODY B.	ADAS III	DO - ACCOUNTING
13.	PALER, CECIL EMELY D.	ADAS III	DO - ACCOUNTING
14.	QUIBLAT, ANALOU B.	ADAS II	DO - ACCOUNTING
15.	SALISID, JOCELYN B.	ADAS III	DO - ACCOUNTING
16.	ZERNA, ELSIE B.	ADAS II	DO - ACCOUNTING
17.	DELA VICTORIA, RENDOLPH	ACCOUNTING CLERK	DO - ACCOUNTING
18.	QUEZON, FELY R.	AO-II	DO - PERSONNEL
19.	ARIASA, JENNIFER C.	AO-II	DO - PERSONNEL
20.	CABLAY, NIÑOJOMAR S.	AO-II	DO - PERSONNEL
21.	MAGDUGO, SHAYNE YANNAH B.	AO-II	DO - PERSONNEL
<b>Secondary - IUs</b>			
22.	BURLAT, EDA KAREEN C.	ADAS III	ALUBIJID NCHS
23.	ECHAVEZ, MARY GRACE Q.	ADAS III	INCHS
24.	RAGRAG, CORAZON O.	ADAS III	LAGUINDINGAN NHS
25.	LAGAS, CHERRY JEAN D.	ADAS III	LIBERTAD NHS
26.	ASPRIL, MARIETTA T.	ADAS III	MEDINA NCHS
27.	HAMBRE, ERNESA M.	ADAS III	MOGCHS
28.	UDARBE, MA. CORAZON L.	ADAS III	OPOL NSTS
29.	BAYLIN, JOY AMOR A.	ADAS III	SALAY NHS
30.	PAHUNANG, BEBELYN M.	ADAS III	SUGBONGCOGON NHS



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No.	Name	Designation	School/District
Elementary / District			
31.	CAÑEDA, CHERRY MAE M.	ADAS II	NAAWAN
32.	GUMAHIN, QUENNIE O.	ADAS II	TALISAYAN
33.	PONGCOL, PETE JOHN NESTY	ADAS II	TAGOLOAN
34.	SINADJAN, JENNIFER JANNETTE	ADAS II	ALUBIJID
35.	SALIDO, MAILEEN N.	ADAS II	SUGBONGCOGON
36.	SIAREZ, DULCE CRISTINA C.	ADAS II	B. NORTH
37.	OMPOC, JUAYMAH J.	ADAS II	MANTICAO
38.	TABUDLONG, MAURILLO JR. C.	ADAS II	B. SOUTH
39.	MORATILLA, CHERYL I.	ADAS II	LAGONGLONG
40.	BALILI, JOHN CARLO E.	ADAS II	LAGUINDINGAN
41.	OLACO, MARCIANO S.	ADAS II	MEDINA
42.	PONDOC, CHRISTINE T.	ADAS II	LIBERTAD
43.	OMANDAM, MARY ANN T.	ADAS II	OPOL
44.	BANDALA, JOJIE L.	ADAS II	CLAVERIA II
45.	QUIPANES, OLIVER A.	ADAS II	KINOGUITAN
46.	PALASOL, DEXTER J.	ADAS II	VILLANUEVA
47.	OCIO, ANNA MAE A.	ADAS II	LUGAIT
48.	GO, JAYSON P.	ADAS II	JASAAN
49.	OLMILLA, KATHLEEN A.	ADAS II	INITAO
50.	RAMBOYON, JOSEPH M.	ADAS II	LUGAIT
51.	BALA, MILJUDE B.	ADAS III	LUGAIT
52.	CANOY, JEMROD R.	ADAS III	NAAWAN
53.	CUETO, PINKY T.	ADAS III	BALINGASAG
54.	DAHANG, MERLINA R.	ADAS III	BALINGASAG
55.	JOSON, JUNALENE B.	ADAS III	MEDINA
56.	QUINTANA, LOVELY G.	ADAS III	SUGBONGCOGON
57.	SAGUING, MARIO CARLO A.	ADAS III	LAGUINDINGAN
58.	SALVAÑA, LUDMILLA D.	ADAS III	TALISAYAN
59.	VILLADORES, DALE VINCENT C.	ADAS III	BAL. NORTH
60.	VALMORIA, JENNIFER Z.	ADAS III	SALAY
61.	EDMILAO, LILIAN G.	ADAS III	LIBERTAD
62.	SAGUING, QUINT BECKER A.	ADAS III	JASAAN
63.	RAMOS, MERCY P.	ADAS III	NAAWAN
64.	BARANGGAN, MELDALYN S.	ADAS III	LUGAIT
65.	AGBU, LEOBERT Y.	ADAS III	TALISAYAN
66.	VIRTUDAZO, HELPHA Z.	ADAS III	SUGBONGCOGON
67.	MAGHUYOP, LEO BENEDICT G.	ADAS III	ALUBIJID
68.	PACULBA, KEITH EILENE JANE P.	ADAS III	TAGOLOAN
69.	PEPITO, IRISH T.	ADAS III	MANTICAO
70.	TANGOTI, JOHAINA A.	ADAS III	INITAO
71.	PABONITA, JANMAE D.	ADAS III	BAL. SOUTH
72.	BUNAYOG, MAHALIA J.	ADAS III	LAGUINDINGAN
73.	HILAOS, LOVELY THERESE P.	ADAS III	MEDINA
74.	SUAREZ, JEWOLAC J.	ADAS III	OPOL
75.	VILLAR, MARILYN B.	ADAS III	LAGONGLONG
76.	MENDEZ, ANGELYN G.	ADAS III	VILLANUEVA
77.	ZULIETA, MARICEL M.	ADAS III	KINOGUITAN
78.	BALBIDO, JULIUS MATIAS	ADAS III	CLAVERIA I



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79. CONSOLACION, REINA CHRISTI L.	ADAS III	ALUBIJID
80. ODCHIGUE, MARY JEAN L.	ADAS III	SALAY
81. IBARRAT, DG MAY T.	ADAS-II	MANTICAO
82. ENERO, EDRANEL M.	Clerk	LIBERTAD
83. SUAREZ, JEWOLAC J.	ADAS II	NAAWAN
84. VILLAR, MARILYN B.	ADAS II	TALISAYAN
85. MENDEZ, ANGELYN G.	ADAS II	TAGOLOAN
86. ZULIETA, MARICEL M.	ADAS II	ALUBIJID
87. BALBIDO, JULIUS MATIAS	ADAS II	SUGBONGCOGON
88. CONSOLACION, REINA CHRISTI L.	ADAS II	BAL. NORTH
89. ODCHIGUE, MARY JEAN L.	ADAS II	MANTICAO
90. IMAN, MARICAR M.	ADAS III	CLAVERIA
91. RAMOSO, RICKY M.	ADAS III	KINOGUITAN

Secondary Non - IU

92. HAMBRE, MARLYN	ADAS II	MAT-I NAAWAN NHS
93. LACBAY, CARLOSITA P.	ADAS II	MANTANGALE NHS
94. LISING, JAPHET PAUL S.	ADAS II	STA.ANA NHS
95. PADEROG, MARY GRACE F.	ADAS II	BALIWAGAN NHS
96. PALAMINE, JAN PAUL A.	ADAS II	DAMPIL NHS
97. LIGSANAN, CHRISTINE C.	ADAS II	CONSUELO NHS
98. TACNA, DAISY A.	ADAS II	TALISAYAN NHS
99. TUMAMAC, MAY MARYNILLE V.	ADAS II	BINUANGAN NHS
100. RESYL B. PABELLAN	ADAS II	KINOGUITAN NAHS
101. CABUNOC, AMOR B.	ADAS II	NAAWAN NHS
102. MANGILA, PRINCESS RAZEL M.	ADAS II	BOBONTUGAN NHS
103. QUERING, RHEA MAE C.	ADAS II	BAGOCBOC NHS
104. ACEDO, MARIA CECILIA D.	ADAS III	TAGOLOAN NHS
105. BALOYOS, ANNALYN F.	ADAS III	CABALANTIAN NHS
106. EMPINADO, JOANN B.	ADAS III	DAMPIL NHS
107. FLORES, MATILDE D.	ADAS III	BOBONTUGAN NHS
108. JO, JOEL T.	ADAS III	NAAWAN NHS
109. NAVARRO, JAY Q.	ADAS III	MANTANGALE NHS
110. OPISO, ELMERLE A.	ADAS III	TALISAYAN NHS
111. SALON, MA. FLORITA O.	ADAS III	ESPERANZA NHS
112. TAGANAS, JULIET C.	ADAS III	STA.ANA NHS
113. SAGUING, FAMILA S.	ADAS III	MATANGAD NHS
114. ALGUZAR, FLORAME B.	ADAS III	PORTULIN NHS
115. LAROSA, JASLE MAY B.	ADAS III	DGSABALM NHS
116. CABASA, RACKY A.	ADAS III	SAN JUAN NHS
117. MARFORI, JANETH A.	ADAS III	MAT-I NAAWAN NHS
118. PANOGOT, ROY MARIO U.	ADAS III	STA. INES NHS
119. ENOVERO, JOHN VICTOR E.	ADAS III	KALINGAGAN NHS
120. SALVAÑA, JEELOR A.	ADAS III	INOBLAN NHS
121. PANGILINAN, TERESITA Y.	ADAS II	MONHS
122. TUCMO, GERALD C.	ADAS III	LUMBO NHS
123. BUGAY, ROSEL C.	ADAS III	MANTICAO NHS



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No.	Name	Designation	School/District
Secondary - SHS			
124.	AGUILAR, MAIDY B.	ADAS II	INITAO SHS
125.	BAANG-ARBIZO, LOVELLE B.	ADAS II	LUGAIT SHS
126.	BACASMAS, RODA MAE A.	ADAS II	LUMBO SHS
127.	BACONG, CARMELA M.	ADAS II	BINUANGAN SHS
128.	BAJA, GLADJORI P.	ADAS II	TALISAYAN SHS
129.	BRIAN, NERISSA AMOR B.	ADAS II	MAPUTI SHS
130.	BUOT, JENETH S.	ADAS II	APOSKAHOY SHS
131.	BUTALID, LEAHN M.	ADAS II	STA. INES SHS
132.	DAHANG, EDISON T.	ADAS II	BALIWAGAN SHS
133.	ENTERINA, CHARISSE M.	ADAS II	PORTULIN SHS
134.	FABRIA-UAYAN, MANILYN B.	ADAS II	VILLANUEVA SHS
135.	GAA, MARIA REMIE N.	ADAS II	CABALANTIAN SHS
136.	GUMANIT, WILLIAM	ADAS II	MANTANGALE SHS
137.	GUTIERREZ, QUEENIE LIEZL B.	ADAS II	MEDINA NCHS
138.	MABELIN, SWEET FRANCES B.	ADAS II	LAGUINDINGAN SHS
139.	MISO, MARJORIE D.	ADAS II	SUGBONGCOGON SHS
140.	NANOL, RHEA CASANDRA Q.	ADAS II	LOOC NHS
141.	PACULBA, JEWEL GAYLE L.	ADAS II	ALUBIJID NCHS
142.	PALAMINE, MABEL P.	ADAS II	TAGOLOAN SHS
143.	PASCO, GERLYN O.	ADAS II	MAT-I CLAVERIA SHS
144.	QUEZON, CHERRY ROSE O.	ADAS II	HINAPLANAN SHS
145.	RAGANDANG, JOY E.	ADAS II	STA.ANA SHS
146.	RAMOSO, RONEL D. SR.	ADAS II	LANTAD IS
147.	TAMAYO, MARKCON GERARD O.	ADAS II	OPOL NSTS
148.	TINOY, CHARES MYLENE B.	ADAS II	BALINGASAG SHS
149.	VIENTE, AILENE G.	ADAS II	LIBERTAD SHS
150.	ZAPORTIZA, ZACHARY G.	ADAS II	SALAY SHS
151.	SIAHAY, EVA ROSE T.	ADAS II	KALINGAGAN SHS
152.	EMLANO, JESAMAE A.	ADAS II	JASAAN
153.	MAMON, KRISTINE H.	ADAS II	MALAGANA NHS
154.	PIIT, MARICHI A.	ADAS II	KALACAPAN NHS
155.	MAESTRADO, MARIFE ABECIA	ADASI	KNAHS-SHS
156.	DIMASANGCAY, MENZIE G.	ADAS II	TAMBAL SHS
157.	MAPUTE, CAROL JOY C.	ADAS II	KIBUNGSOD SHS
158.	RAPAL, ROCHELLE A.	ADAS II	ESPERANZA SHS