



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



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DIVISION MEMORANDUM

No. 195, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent/
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Assignment of Bookkeepers

Date: August 06, 2019

1. To ensure efficiency and effectiveness among bookkeepers, as to review and checking of financial transactions made by schools, all Bookkeepers are directed to report to the Division Office, on a daily basis, specifically at the Finance Section.
2. Bookkeepers shall visit their assigned school to provide technical assistance, as the need arises. Provided however that there is a duly approved Travel Order. Attached is the list of bookkeepers and their respective assignments.
3. For your information, guidance and compliance.

Copies Furnished:
Person Concerned
Records Section- Memo

OSDS/ADMIN/ama

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Tayo
PARA SA
EDUKASYON

Enclosure to Memo re: Assignment of Bookkeepers

BOOKKEEPER	ASSIGNMENT
Clark Airon G. Unson	Molugan NHS-JHS
Carlos D. Acero, Jr.	Molugan NHS-SHS
Marilou B. Paglinawan	Cogon NHS-JHS
Dianne L. Suguilon	Cogon NHS-SHS El Salvador National High School
Marjorie T. Ras	Hinigdaan NHS-JHS Hinigdaan NHS-SHS
Kemberly M. Dominguez	Hinigdaan ES Bolisong ES
Mary Rose B. Paisano	El Salvador Central School
Leabeth P. Salva	Molugan Central School
Ricca Stephanie E. Oco	Sinaloc ES Amoros ES
Ruby Flor M. Sinco	PSB Elementary School Kibonbon ES Ulaliman ES
Honey Luz A. Sabuero	Taytay ES Cogon ES Kalabaylabay ES
Rothelle L. Saburnido	San Francisco de Asis NHS San Francisco de Asis ES Sinaloc HS
Quennie L. Arriessgado	Sambulawan ES Himaya ES Himaya NHS