

Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

May 29, 2024

DIVISION MEMORANDUM  
No. 218, s. 2024

**SEMINAR-WORKSHOP ON DATA MANAGEMENT FOR IMPROVED  
FINANCIAL AND ADMINISTRATIVE SERVICES**

To: **Division IT Officer I**  
**Project Development Officer II-LRMDS**  
**School Administrative Officers II**  
**School Project Development Officers I**  
**School Administrative Assistants III**  
**School Administrative Assistants II**  
**Administrative Assistant III- Cash Section**  
**Admin Unit-Personnel Section**  
**Finance Unit- Accounting & Budget Sections**  
**All others concerned**  
This Division

1. This Office shall conduct a **Seminar-Workshop on Data Management for Improved Financial and Administrative Services** on June 17, 2024, at Hotel Monicon, Zone 3, Brgy. Poblacion, El Salvador City.
2. This activity aims to achieve the following objectives:
  - a. To understand the importance of data management in financial and administrative services
  - b. To identify different types of data relevant to finance and admin functions
  - c. Develop a sense of responsibility for data accuracy and security within their roles
  - d. Increase awareness of the impact of the quality on customer satisfaction
3. Participants are advised to bring their own laptops and extension wires for workshop activities.
4. Furthermore, this memorandum shall serve as the **Official Travel Authority** of the attached list of participants.



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

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5. The participants' travel and other incidental expenses shall be charged against school MOOE/ local funds subject to the usual accounting and auditing rules and regulations.
6. This issuance strictly adheres to the Equal Opportunity Principle, promoting a discrimination-free environment based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. For information and guidance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent 

Attch: As Stated

To be indicated in the Perpetual Index

**DATA MANAGEMENT**

Acctg/ cda



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**Attachment 1: List of Participants**

NO.	NAME	POSITION
1	RANDOLPH B. TORTOLA	SDS
2	MARICEL B. JANGAO	ACCOUNTANT III
3	STEPHANIE P. SALIGUMBA	BUDGET OFFICER III
4	FELANIE MARIE A. LIM	HRMO II
5	LEAH MAE C. AKUT	ADAS III
6	THERESE CHARMAINE Y. ESTAÑO	ADA VI
7	SHEILA MAE B. ACERO	ADAS III
8	MARY ROSE P. CORTEZ	ADAS III
9	ARIEL S. PADIGOS	ADAS III
10	CHERRY LOU D. ASEQUIA	ADAS III
11	QUENNIE L. ARRIESGADO	ADAS II
12	CHARMAIGNE IRISH L. APDIAN	PDO I
13	CLARK AIRON G. UNSON	AO II
14	EULITA M. CASTILLO	AO II
15	HONEY LUZ S. NACUA	AO II
16	JENICE MAE L. MALACO	AO II
17	KEMBERLY D. OCO	AO II
18	LEABETH P. SALVA	AO II
19	DIANNE L. SUGUILON	AO II
20	NICK C. RATUNIL	AO II
21	NISHI M. ABRATIGUIN	PDO I
22	RODRIGO N. VALMORIA, JR.	AO II
23	ROSA MARIA M. REBUSTO	AO II
24	ALSAMEL JANE P. DE LEON	ADAS III
25	MARJORIE T. RAS	ADAS III
26	MARILOU B. PAGLINAWAN	ADAS III
27	RUBY FLOR M. SINCO	ADAS III
28	CARLOS D. ACERO, JR.	ADAS II
29	EDJIE P. DAGOPIOSO	ADAS II
30	EVERLYN M. CAÑETE	ADAS II
31	FRITZIE LYNNE B. GEQUINTO	ADAS II
32	LOVELY JOY CATANE	ADAS II
33	MERAFE O. CLARABAL	ADAS II
34	ROTHELLEE L. SABURNIDO	ADAS II
35	RENABELLE B. SIABOC	CLERK
36	GERLISSA KRISTI R. AMOGUIS	ADAS III





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37	KENNETH ANGEL B. GUIILENA	AO II
38	REMY JANE M. MARTINEZ	ADAS III
39	RICCA STEPHANIE E. OCO	ADAS III
40	RUTH A. CALUBAG	ADAS III
41	RANDY RHYS U. CAPISTRANO	ADAS III
42	ADRIAN GABRIEL D. LABADAN	ADAS III
43	SHERRIE R. DUNOG	ITO I
44	GLENN JOHN O. ISIDERIO	PDO II

