

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

Office of the Schools Division Superintendent


May 30, 2024

DIVISION MEMORANDUM
No. 219, s. 2024

**TRAINING FOR FINANCE & ADMIN PERSONNEL: MASTERING
FINANCIAL MANAGEMENT WITH OVERSIGHT AGENCY REGULATIONS**

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

1. To update and upgrade Finance and Admin Personnel's knowledge on financial management, this office shall conduct **Training for Finance and Admin Personnel: Mastering Financial Management with Oversight Agency Regulations** on June 18-19, 2024, at Hotel Monicon, Zone 3, Brgy. Poblacion, El Salvador City.
2. Participants are advised to bring their own laptops and extension wires for workshop activities.
3. Furthermore, this memorandum shall serve as the **Official Travel Authority** of the attached list of participants.
4. 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.
5. 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.
6. For information and guidance.


RANDOLPH B. TORTOLA
Schools Division Superintendent



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

**Transforming Schools,
Forging Partners**





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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	LEAH MAE C. AKUT	ADAS III
5	THERESE CHARMAINE Y. ESTAÑO	ADA VI
6	SHEILA MAE B. ACERO	ADAS III
7	MARY ROSE P. CORTEZ	ADAS III
8	ARIEL S. PADIGOS	ADAS III
9	CHERRY LOU D. ASEQUIA	ADAS III
10	QUENNIE L. ARRIESGADO	ADAS II
11	CHARMAIGNE IRISH L. APDIAN	PDO I
12	CLARK AIRON G. UNSON	AO II
13	EULITA M. CASTILLO	AO II
14	HONEY LUZ S. NACUA	AO II
15	JENICE MAE L. MALACO	AO II
16	KEMBERLY D. OCO	AO II
17	LEABETH P. SALVA	AO II
18	DIANNE L. SUGUILON	AO II
19	NICK C. RATUNIL	AO II
20	NISHI M. ABRATIGUIN	PDO I
21	RODRIGO N. VALMORIA, JR.	AO II
22	ROSA MARIA M. REBUSTO	AO II
23	ALSAMEL JANE P. DE LEON	ADAS III
24	MARJORIE T. RAS	ADAS III
25	MARILOU B. PAGLINAWAN	ADAS III
26	RUBY FLOR M. SINCO	ADAS III
27	CARLOS D. ACERO, JR.	ADAS II
28	EDJIE P. DAGOPIOSO	ADAS II
29	EVERLYN M. CAÑETE	ADAS II
30	FRITZIE LYNNE B. GEQUINTO	ADAS II
31	LOVELY JOY CATANE	ADAS II
32	MERAFE O. CLARABAL	ADAS II
33	ROTHELLEE L. SABURNIDO	ADAS II
34	RENABELLE B. SIABOC	CLERK
35	ADRIAN GABRIEL D. LABADAN	ADAS III
36	ANDRIE CRIS L. SAGUING	ADAS III

