



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

September 6, 2024

DIVISION MEMORANDUM

No. **233**, s. 2024

**CONDUCT OF LEARNING SESSIONS BY THE DEPARTMENT OF BUDGET
AND MANAGEMENT (DBM) RO2**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisor
Elementary and Secondary School Heads
All Other Concerned

1. The Department of Budget and Management (DBM) Region 02 has initiated the conduct of Learning Sessions intended for Non-Teaching Personnel in the field with the theme "Boosting Financial Accountability Reporting and Synergy". This program is of great importance to all the personnel, both from the Implementing Units and Non-Implementing Units.
2. The schedule for SDO Batanes shall be on September 26-27, 2024 through Online video conferencing at the Ivatan Conference Hall.
3. The Objective/Agenda of this Learning Sessions are the following:

Session 1: The PS Budget

- 1a Updating the PSIPOP
- 1b Identifying Funded/Vacant Positions
- 1c Preparing PS Analysis and computing for PS Differential Request
- 1d Preparation of Cash Analysis

Session 2: The Staffing Modification Processes

Session 3: Budget Execution and Accountability Reports

- 3a Simplified Budget Cycle
- 3b The BEDS and BFARS
- 3c Roles in preparing the Execution and Accountability Reports

Session 4: The DBM Applications with Hands-On.

Session 5: Preparation of Requests and its Documentary Requirements

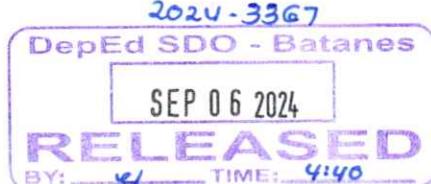
4. Participants to this Learning Sessions are the School Accountant, Human Resource Management Officer, Administrative Officer II of Schools (Elementary and Secondary) both Implementing and Non-Implementing Units and all Finance Staff of the Division Office. Enclosed is the list of participants.
5. A registration fee of Php1,200.00 per pax to defray snacks and lunch expenses for the whole duration of the activity.
6. Traveling expenses and other related expenses of school participants shall be charged against their respective school MOOE subject to usual accounting and auditing rules and regulations.
7. For immediate dissemination and strict compliance.


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent 

Encls: As stated
Ref: RM No. 316, s. 2024

To be indicated in the Perpetual Index
under the following subject/s:

BUDGET



Enclosure 1 to the Division Memorandum Number 233 S. 2024**LIST OF PARTICIPANTS**

No.	Name	Position	School/Office
1.	Alfredo B. Gumaru Jr.	Schools Division Superintendent	SDO
2.	Dante J. Marcelo	Asst. Schools Div. Superintendent	SDO
3.	Virginia A. Vinalay	Administrative Officer V	SDO
4.	Cristina B. Poncio	Administrative Officer V	SDO
5.	Oliver R. Cariaso	Planning Officer III	SDO
6.	Ma. Esperanza B. Ereful	Administrative Officer IV	SDO
7.	Sheila H. Ydel	Administrative Officer II	SDO
8.	Raisa V. Beronque	Administrative Assistant III	SDO
9.	Monica D. Gavilan	Administrative Assistant I	SDO
10.	Nathalie-Joyce C. Balles	Administrative Assistant III	SDO
11.	Genevieve C. Enego	Administrative Assistant III	SDO
12.	Leslie Joy S. Merina	Administrative Assistant III	SDO
13.	Mary Joan B. Arca	Administrative Assistant III	SDO
14.	Jhocil Ann G. Tumao	Administrative Assistant II	SDO
15.	Nida Fajardo	Administrative Assistant III	SDO
16.	Jeriche Mel E. Garrido	Administrative Assistant III	SDO
17.	Shirley V. Escalona	Administrative Officer IV	SDO
18.	Mary Dale C. Fidel	Administrative Officer II	BCS
19.	Claudia Felma B. Balasbas	Administrative Officer II	DES
20.	Hazel F. Espinosa	Administrative Officer II	VIS
21.	Jerrilyn C. Quianzon	Administrative Officer II	CHAN/TUKON ES
22.	Shiela C. Carzon	Administrative Officer II	Mahatao District
23.	Alvin Enego	Administrative Assistant III	INHS
24.	Daryll Keith Batallones	Administrative Assistant III	IES
25.	Alma C. Alcantara	Administrative Assistant II	SVES
26.	Jonsi M. Hortiz	Administrative Officer II	Uyugan/IMES
27.	Esperanza Judy D. De Sagon	Administrative Officer II	IIS
28.	Janna Jesusa Lim	Accountant I	BNSHS
29.	Rhoda Sofia Maala	Administrative Aide	BNSHS
30.	Catrina C. Cariz	Administrative Assistant II	SNSF
31.	Redenta M. Gonzales	Administrative Assistant II	BNSHS
32.	Vincent Elento	Administrative Officer II	RIS
33.	Bryan Akeem L. Acosta	Administrative Officer II	SCS
34.	Joan Berongue	Administrative Officer II	SUM ES/NAK ES
35.	Necy A. Alcazar	Administrative Officer II	SAV ES/CHAV ES
36.	Maila Victoria C. Delos Santos	Administrative Assistant II	BGCHS
37.	Byron C. Ramos	Administrative Officer IV	SNSF