



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 773 , s. 2025

October 24, 2025

**ORIENTATION/RE-ORIENTATION SEMINAR WORKSHOP OF NEWLY HIRED AND  
EXISTING NON-TEACHING PERSONNEL ON FINANCIAL MATTERS AND TAXATION,  
SUPPLIES, LIS AND SEF**

**TO:**

Michelle T. Sagaral	Aireen Ciruela
Marife C. Rallos	Ananias Sumaylo
Gina Gamao	Ronilo Cañedo
Japhet Revereal	Retchel T. Sumampong
Junicel Mancha	Marecyl Mar
Rosalie Tambis	Dinah Bustamante
Felisa B. Deligencia	Grace Rios
Angeli Faith Pascual	Mary Melody Ocon
Marilou Bedrijo	Jennifer Sarigumba
Jerelyn Tumabang	Cesaria Judith Dugal
Ivy Joy Barbante	Easter Sunday Muyco
Kent Chadric Evasco	Maricel Galan
Chrysostom Dalumbar	Raquel M. Arabaca
Margarita Tejano	Anna Mae Bellezas
Jose Andrew Salise	Fatima Melody Ingles
Karen Gumba	Antonette Oguis
Bernadito Taguisa	Karyl Anafe Manlangit
Fairy Ann C. Babaison	James Carlo Cuanag
Maria Elena Bacus	Nicanor Clavicillas
Kashmer Batin	Laura Domingo
Marlyn Dospueblos	Jan Iris Jane Baugbog
Ruel Pumatong	Meriam Arango
Joanalli Intia	

1. The above-named personnel are required to attend the seminar workshop for the orientation/re-orientation of newly hired and existing finance personnel on November 10-12, 2025.
2. This activity is conducted in order to strengthen the financial management operations especially at the school level.

3. This activity is aimed at the following objectives:

- 3.1 To train newly hired personnel who will be handling financial operations in school so that they will be familiar with the overall processes including the policies, procedures of accounting/disbursement of government funds.
- 3.2 To reorient existing personnel handling financial operations in schools and division office to stay abreast of the latest guidelines, rules and regulations in government accounting and taxation.
- 3.3 To ensure Compliance of COA-DBM-DEPED Joint Circular No. 001 a. 2019 otherwise known as Management of Cash Advances of School MOOE, OM-FDA-2017-006 Re: Bureau of Internal Revenue Data Clean-Up and the Government Accounting Manual (GAM).
- 3.4 To enhance knowledge and skills on the preparation of financial statements and other financial reports especially for the implementing units.
- 3.5 To train the non-implementing on the preparation of e-Filing and Payment System (eFPS) of the BIR.

4. Participants are required to bring their own laptops and extension wires for the workshop proper.

5. Strictly **no proxy is allowed.**

6. Venue for the said activity is at Panglao Vista Suites, Panglao, Bohol

7. All expenses relative to the said seminar will be chargeable against School and Division MOOE subject to the usual accounting and auditing rules and regulations.

8. For immediate dissemination and strict compliance.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent