



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City

DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBOANGA DEL NORTE

RELEASED

06 JAN 2016
 DATE

DIVISION MEMORANDUM

No. 004 s. 2016

To: Division Accountant
 Budget Office
 HRMO and HRDU
 High School (SRBK) with Item
 District SRBK/ADAS - III
 High School (D.O.) with Item
 Admin. Asst. - II/Acctg. Clerk
 Admin. Aide - VI/HRMO Clerks

From: NATIVIDAD P. BAYUBAY, CESO VI
 Officer-In-Charge
 Office of the Schools Division Superintendent

Subject: Two (2) Days/One Night Live-In Workshop on Accounting and Human Resource Collaborative Procedures

Date: January 5, 2016

Cognizant with the Administrator's continuous effort in aligning office procedures, processes and tasks under the Rationalization Plan principle concerning Human Resource Management for Personnel and Accounting Matters, all concerned personnel are hereby directed to attend the Two (2) Days/One Night Live-In Workshop on Accounting and Human Resource Management Collaborative Procedures on January 7 and 8, 2016 at Mibang Hotel from 8:00am to 5:00pm.

The Participants, if possible, shall bring along with them laptops and the various personnel services claims in their respective jurisdictions for workshop purposes. Presentation from the Personnel and Accounting Sections must be comprehensive in order to capacitate SRBK and Disbursing Officers.

All expenses incurred by the participants (District SRBK) shall be charged to Division Office proper MOOE, while Secondary SRBK and Disbursing Officers shall be charged to their respective Local School Funds subject to the usual accounting and auditing rules and regulations.

Attached is the list of participants for ready reference and perusal.

Attendance is a must.

22 BALIGUIAN
 23 GODOD
 24 GUTALAC I
 25 GUTALAC II
 26 KALAWIT
 27 LABASON
 28 LILOY I
 29 LILOY II
 30 SALUG I
 31 SALUG II
 32 SIBUCO NHS
 33 SIOCON NHS
 34 SIRAWAI
 35 TAMPILISAN

JULIUS M. CALLAGON
 STEENIE JEAN MARDENCIAL
 CHRISTIAN GLENN DAGA
 JESSIE C. ANITO
 LYN P. LADIERO
 JOCELYN N. ALAMPAY
 WALTER VILLAFUERTE
 ANALESA G. GATUAL
 SITTI NARRIMAN NIAN
 LEIZEL LAGARE
 RANDOLPH NAING
 MARY MARL TIGLE
 JEANETTE DELASAS
 ETHYL KIMBERLY B. SALUT

Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK
 Admin Assistant III/SRBK

SECONDARY SCHOOLS

1ST DISTRICT

1 LA LIBERTAD NHS
 2
 3 RIZAL NHS
 4
 5 MUTIA NHS
 6
 7 SERGIO OSMENA NHS
 8
 9 SIBUTAD NHS
 10
 11 KANIM
 12

MARISSA P. VENDIOLA
 MARISSA S. BALANAY
 RIZALYN O. SALES
 MAJENCIA R. GABALES
 JOEY RYAN MAGLANGIT
 JOSEPH B. ALCOMENDRAS
 ROSALIE G. IB-IB
 LILIBETH S. BUHISAN
 JOSE RONEL S. MALICAY
 DULCESIMA R. TAMPARONG
 SHARON B. PALIONAY
 LILYFLOR B. APURADO

Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO

2ND DISTRICT

1 PONOT NHS
 2
 3 LANGATIAN NHS
 4
 5 DOHINOB NHS
 6
 7 SIAYAN NHS-MAIN
 8
 9 SIARI JOHN H. ROEMER NH
 10
 11 VILLARAMOS NHS
 12

JEDIAEL DAHILOG
 EDUARDO NAPIGKIT
 ALLAN CALIBO
 GRACE NABOR
 ARVI LAGARE
 GODILLA TINA-AN
 MARIFE MONCAL
 JENNIFER AMATONG
 ANA MAY ORTEGA
 LENIE ALMODOVAR
 EXPEDITO EBDALIN
 LEE REYMUND MANICAN

Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO

3RD DISTRICT

1 GODOD NHS
 2
 3 GUTALAC NHS
 4

KAY QUIMIGING
 ARILE TAGAILO
 ANANIAS S. BURDAGO
 ERMIE E. LIM

Admin Assistant III/SRBK
 Admin Assistant II/DO
 Admin Assistant III/SRBK
 Admin Assistant II/DO

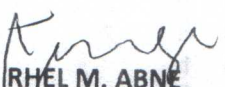
- 5 KALAWIT NHS-MAIN
- 6
- 7 KIPIT AGRO FISHERY HS
- 8
- 9 UBAV NHS
- 10
- 11 BACONG NHS
- 12
- 13 MALAYAL NHS
- 14
- 15 SIBUCO NHS
- 16
- 17 JULIAN SORIANO MCHS
- 18
- 19 SIOCON NHS
- 20
- 21 SIRAWAI NHS-MAIN
- 22
- 23 TAMPILISAN NHS
- 24

- ELEONOR TOS
- ANGELIE PELLAZAR
- OMAR PATAYON
- LEOPOLDO B. TAMAYO
- RICHELL A. BALAIS
- ANGELIE B. DIGAMON
- MAYFLOR CAPALAC
- MARIFE PAUSAL
- MELANIE SANTIAGO
- SHAREE CORDERO
- JOHNSTON ABARIDO
- REAGAN VILLAFUERTE
- SHERYL MAE S. PASTURAN
- BEN B. BAHANDI
- NOHA J. NALZARO
- MERLINDA TORRES
- EVANGELINE B. ENRIQUEZ
- AGUSTIN MICUBO JR.
- JUANITA B. SALUT
- JERUSALEM ALEJANDRO

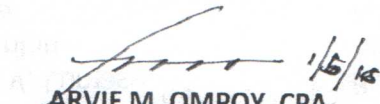
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- Admin Assistant III/SRBK
- Admin Assistant II/DO
- Admin Assistant III/SRBK
- Admin Assistant II/DO
- Admin Assistant III/SRBK
- Admin Assistant II/DO

TOTAL NO. OF PARTICIPANTS : 92

PREPARED BY:


RHEL M. ABNE
Admin Assistant III

Certified Correct:


ARVIE M. OMPOY, CPA
Accountant III

Approved by:


NATIVIDAD P. BAYUBAY, CESO VI
OIC, Schools Division Superintendent