



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 03, s. 2021

**Three-Day Live-Out Workshop on the preparation and consolidation of CY  
2020 Year-End Financial & Budgetary Reports**

To: Assistant Schools Division Superintendent  
Chief, SGOD  
PSDS  
School Heads of Secondary Schools

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A 3-day Seminar-Workshop on the preparation and consolidation of CY 2020 Year-End Financial & Budgetary Reports shall be conducted on January 11 to 13, 2021 starting at 8:00AM and ends in 8:00PM daily. Venue to be announced later. This is aimed to submit an accurate and timely consolidated Financial and Budgetary to DepEd Regional Office VII and other oversight agency.

Participants are requested to bring the following:

1. Laptop.
2. Extension wires.

Travelling and incidental expenses related to this activity shall be charged against Division/School MOOE funds subject to the usual accounting and auditing rules and regulations.

The participants to the workshop are listed on the attached sheet.

Please be guided accordingly.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

1/4/2021

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Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



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List of Participants for the **Three-Day Workshop on the preparation of CY 2020 Year-End Financial & Budgetary Reports** on January 11 to 13, 2021

NO.	NAME	SCHOOL/POSITION
1	MA. JENNIFER P. PIODDS	ACCDUNTANT III – SDO
2	LYDIA D. CACAS	BUDGET OFFICER III - SDD
3	ERIC J. RETES	ADMINISTRATIVE OFFICER II – DLANHS (SHS)
4	LIZBETH VALENCIA	ADMINISTRATIVE ASSISTANT III - SDD
5	MA. SUZETTE CATUBAY	ADMINISTRATIVE ASSISTANT III - SDO
6	KAREN I. CUAJAD	ADMINISTRATIVE ASSISTANT III - SDO
7	KEVIN B. SAMSDN	ADMINISTRATIVE ASSISTANT III - SDD
8	LOREFE S. VENTURA	ADMINISTRATIVE ASSISTANT III - SDD
9	MARICEL P. PONTIÑELA	ADMINISTRATIVE ASSISTANT III - SDO
10	NICKO P. TUBALLA	ADMINISTRATIVE ASSISTANT III - SDO



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