



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

---

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. *450*, s. 2021

**Five-Day Live-Out Workshop on the preparation and consolidation of CY  
2021 Mid-Year Financial & Budgetary Reports**

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

---

A 5-day Seminar-Workshop on the preparation and consolidation of CY 2021 Mid-Year Financial & Budgetary Reports shall be conducted on July 5 to 9, 2021 from 8:00AM to 7:00PM, and will be held at DepEd Division of Negros Oriental, Schools Division Office, 3<sup>rd</sup> Floor, Conference Room. This 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.

Lunch, Dinner, AM and PM snacks shall be served during the 5-day workshop.

Travelling and incidental expenses, including the meals related to this activity shall be charged against Division MOOE Continuing 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 Paulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

2 JUL 2021



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



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

---

List of Participants for the **Five-Day Workshop on the preparation & consolidation of CY 2021 Mid-Year Financial & Budgetary Reports** on July 5 to 9, 2021

NO.	NAME	SCHOOL/POSITION
1	MA. JENNIFER P. PIODOS	ACCOUNTANT III – SDO
2	LYDIA D. CACAS	BUDGET OFFICER III - SDO
3	ERIC J. RETES	ADMINISTRATIVE OFFICER II – DLNHS (SHS)
4	LIZBETH VALENCIA	ADMINISTRATIVE OFFICER II - SDO
5	KEVIN B. SAMSON	ADMINISTRATIVE OFFICER II - SDO
6	KAREN I. CUAJAO	ADMINISTRATIVE ASSISTANT III - SDO
7	MARIA SUZETTE N. CATUBAY	ADMINISTRATIVE ASSISTANT III - SDO
8	REZALYN M. REVIDAD	ADMINISTRATIVE ASSISTANT III - SDO
9	MARICEL P. PONTIÑELA	ADMINISTRATIVE ASSISTANT III - SDO
10	NICKO P. TUBALLA	ADMINISTRATIVE ASSISTANT III - SDO



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