



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

**Office of the Schools Division  
Superintendent**

1 FEB 2021

DIVISION MEMORANDUM

No. 94 , s. 2021

**3-DAY WORKSHOP ON THE UNIFORMITY IN TAKING UP & POSTING OF GAA &  
CONTINUING FUNDS FOR CY 2021 in the BMS, PREPARATION OF SPECIAL BUDGET  
REQUEST & MONTHLY FLASH REPORTS AND DISCUSSION OF GUIDELINES ON BUDGET  
UTILIZATION VERSUS AGENCY'S ALLOTMENT**

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

A **3-day live-out Seminar-Workshop** shall be conducted on February 22 to 24, 2021 starting at 8:00 AM and will end at 8:00PM. Venue to be announce later.

This workshop aimed for the following:

1. Uniformity in taking up & posting GAA & Continuing Funds for CY 2021
2. Proper preparation of Agencies Special Budget Requests
3. Timely and accurate submission of Monthly Flash Monitoring Reports
4. To avoid negative balances in allotment

Participants are strictly required to wear **FACE SHIELD** and **FACE MASK** at all time during the seminar-workshop.

Participants are also requested to bring the following:

- a. Hard copy of Annex A (BMS Generated) as of January 31, 2021
- b. Copy of NEP/GAA for CY 2021
- c. Hard Copy of FAR1A (by PAP) as of December 31, 2020
- d. Copy of Updated Plantilla
- e. Laptop
- f. Extension wires



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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Transportation and other allowable expenses including a registration fee of Php 3,600 to cover meals, accommodation and the use of function room shall be charged against 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.

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

2/4/2021

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List of Participants for the **3-DAY WORKSHOP ON THE UNIFORMITY IN TAKING UP & POSTING OF GAA & CONTINUING FUNDS FOR CY 2021 in the BMS, PREPARATION OF SPECIAL BUDGET REQUEST & MONTHLY FLASH REPORTS AND DISCUSSION OF GUIDELINES ON BUDGET UTILIZATION VERSUS AGENCY'S ALLOTMENT** on February 22 to 24, 2021

NO.	NAME	SCHOOL/POSITION
1	MA. JENNIFER P. PIODOS	ACCOUNTANT III – SDO
2	LYDIA D. CACAS	BUDGET OFFICER III - SDO
3	LOREFE S. VENTURA	ADMINISTRATIVE ASSISTANT III - SDO
4	MARICEL P. PONTIÑELA	ADMINISTRATIVE ASSISTANT III - SDO
5	NICKO P. TUBALLA	ADMINISTRATIVE ASSISTANT III - SDO
6	JINKY C. LUBA	AMLAN NHS
7	REZALYN M. REVIDAD	AYUNGON NHS
8	CHRISSE RUBIO	CASIANO NAPIGKIT NHS
9	SHEILA T. ALDANESE	DAUIN NHS
10	PRECY MARIE A. ZAMORA	DEMETRIO L. ALVIOLA NHS
11	MATET B. GADINGAN	DON EMILIO MACIAS NHS
12	EMERITOS M. BARRERA	JIMALALUD NHS
13	MARIA ROWENA S. LUAGUE	JOSE B. CARDENAS
14	RICO S. ADA	JOSE MARIE LOCSIN NHS
15	RODEL E. AVISO	LA LIBERTAD NHS
16	MARIE ROSALIE L. BERGADO	MA. MACAHIG NHS
17	LYNDO D. RUSIANA	MABINAY NHS
18	ROWINA CACAS	MANJUYOD NHS
19	ANGELO O. ALMAIDA	NEGROS ORIENTAL HS
20	RENAR ANN CATAN	SANTIAGO DELMO NHS
21	MARIA JINA R. TROPA	SIATON NHS
22	MAY ANN P. SALDIVAR	SIBULAN NHS
23	EDUARD AMAMAG	TAMBO NHS
24	HANZEL C. JAINAR	TAYASAN NHS
25	RECHEL P. JALUAG	VALENCIA NHS

