



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

**DIVISION MEMORANDUM**

No. 465, s. 2022

**TO:** ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS (SGOD AND CID)  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS  
ADMINISTRATIVE OFFICER V  
ALL OTHERS CONCERNED  
This Division

**FROM:** FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent

**SUBJECT:** Bank Reconciliation Seminar-Workshop

**DATE:** November 11, 2022

Pursuant to DepEd Order No. 29, s.2019, a joint circular with DBM and COA, the DepEd SDOs/Ros are mandated to reconcile the amount withdrawn based on the bank statement or passbook with the reported disbursement and the supporting documents submitted for liquidation of the school MOOE cash advance.

The Department of Education (DepEd) likewise adheres to the rules and regulations presented in the Volume 1 Chapter 21 of the Government Accounting Manual (GAM) prescribed by COA pursuant to Article IX-D Section 2 par. (2) of the 1987 Constitution of the Republic of the Philippines.

In this regard, this division will conduct a “**Bank Reconciliation Seminar-Workshop**” for the school and district non-teaching personnel and designated disbursing officer in accordance with their identified learning and development needs and to enable them to perform their functions effectively.

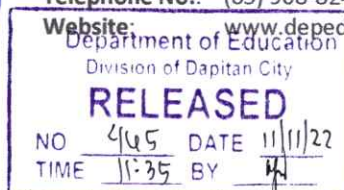
The objectives of this activity are:

1. To train participants in checking the correctness of both the banks and school’s records,
2. To develop the skills of the participants in preparing BRS and in deterring fraud; and
3. To enable the agency /school or bank to take up charges or credits recognized by the bank or agency/school but not yet known to the agency/school or bank.

The participants of this activity are the teaching and non-teaching personnel of the Schools Division of Dapitan City. (see attached list)



**Address:** Sunset Boulevard, Dawo, Dapitan City  
**Telephone No.:** (65) 908-8242  
**Website:** www.depeddapitan.net  
**Fax No.:** (65) 908-8361  
**Email Address:** dapitancity@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

The identified participants are required to accomplish the Google Form for **pretest and online registration** with access at: [https:// tinyurl.com/BRSSWPretest](https://tinyurl.com/BRSSWPretest). Link closes at exactly 8:00 am, Monday November 14, 2022.

During the training, the facilitator will give the activities and shall require outputs as bases for the distribution of the Certificate of Completion.

Participants are mandated to bring the following:

- 1.Laptop
2. Bank Statements or Copy of Passbook for bank transactions covering May to July 2022 transactions
- 3.Soft copies and Hard copies of Approved Cash Disbursement Register (CDR) for the period covered May to July 2022

Meals and snacks, supplies and materials of the participants and other expenses during this training shall be charged against Regular MOOE Funds.

For queries, you may contact Catherine V. Acoymo, ADAS III, Finance Section with Cellphone No. 09513848477.

Immediate and wide dissemination of this Memorandum is a must.



**Address:** Sunset Boulevard, Dawo, Dapitan City      **SGOD-HRDS**  
**Telephone No.:** (65) 908-8242      **Fax No.:** (65) 908-8361  
**Website:** [www.depeddapitan.net](http://www.depeddapitan.net)      **Email Address:** [dapitancity@deped.gov.ph](mailto:dapitancity@deped.gov.ph)

**RELEASED**

NO 4145 DATE 11/11/22  
TIME 11:35 BY [Signature]



Republic of the Philippines  
**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF DAPITAN CITY

**Bank Reconciliation Statement Seminar Workshop**

Participants for November 14, 2022 (Day1)

Venue: DepEd Conference Hall

FULL NAME	POSITION
<b>POTUNGAN DISTRICT</b>	
LEONILA G. EGUIA	Teacher III/ Designated Disbursing officer
MARLON V. DAGANASOL	Teacher III/ Designated Disbursing officer
MAUREEN C. DAQUIPIL	Teacher III/ Designated Disbursing officer
ALJENN CAYLALUAD	Disbursing Officer II
MARILOU G. ETOQUILLA	Teacher I/ Designated Disbursing officer
ANNA LIZA ORBECIDO	Teacher I/ Designated Disbursing officer
MARISSA JAPON	Teacher I/ Designated Disbursing officer
ELLEN MURO	Teacher I/ Designated Disbursing officer
<b>BARCELONA DISTRICT</b>	
JOAN R. MABINI	Teacher I/ Designated Disbursing officer
ANNA LEIZEL D. BAEL	Disbursing Officer II
SUSAN S. RECAMARA	Teacher I/ Designated Disbursing officer
MA. GINA M. CORDUA	Teacher I/ Designated Disbursing officer
GINA C. ELOPRE	Teacher I/ Designated Disbursing officer
MELVIN DAGAYLOAN	Teacher III/ Designated Disbursing officer
TERESA T. LIGUTOM	Teacher III/ Designated Disbursing officer
MARILOU G. ETOQUILLA	Teacher I/ Designated Disbursing officer
<b>SULANGON DISTRICT</b>	
RAQUEL M. LAGARNIA	Teacher I/ Designated Disbursing officer
SHIELA EMPEYNADO	Teacher III/ Designated Disbursing officer
ANNALYN G. SAMARINTA	Master Teacher I/ Designated Disbursing officer
JAY ANN A. OGARTE	Teacher III/ Designated Disbursing officer
MAROSE JAMAROLIN	Teacher III/ Designated Disbursing officer
RUEDA HAICTIN	Teacher I/ Designated Disbursing officer
MA. FE C. ENGCOL	Teacher III/ Designated Disbursing officer
LEONORA G. LUNA	Teacher III/ Designated Disbursing officer
JANEN O. POTOY	Administrative Assistant III
<b>SECONDARY SCHOOL</b>	
MAGNOLIA CAPATI	Administrative Assistant II
JUDECEL TOMOGSOK	Administrative Assistant III
EMMANUEL VERANO	Master Teacher I/ Designated Disbursing officer
CAMILLE GABURNO	Administrative Assistant III
LEOPOLDO ROJO JR.	Administrative Assistant III



Address: Sunset Boulevard, Dawo, Dapitan City SGOD-HRDS  
 Telephone No.: (65) 908-8242 Fax No.: (65) 908-8361  
 Website: www.depeddapitan.net Email Address: dapitancity@deped.gov.ph

Department of Education  
 Division of Dapitan City  
**RELEASED**  
 NO 445 DATE 11/11/22  
 TIME 11:35 BY [Signature]



Republic of the Philippines  
**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF DAPITAN CITY

Participants for November 15, 2022 (Day 2)

Venue: DepEd Conference Hall

FULL NAME	POSITION
<b>TAGUILON DISTRICT</b>	
ELVIE S. ABUBAKAR	Teacher I/ Designated Disbursing officer
ANISOL PATANGAN	Teacher III/ Designated Disbursing officer
ANNIE B. SANTOS	Master Teacher I/ Designated Disbursing officer
JOAN S. CINCO	Teacher III/ Designated Disbursing officer
JACQUELENE T. CASTANARES	Teacher III/ Designated Disbursing officer
CHARIE DAULONG	Teacher I/ Designated Disbursing officer
CHARLYN BALUCAN	Teacher III/ Designated Disbursing officer
MARIBEL BALLADARES	Teacher I/ Designated Disbursing officer
SOPHIA ELAINE MARIE R. DOFITAS	Teacher I/ Designated Disbursing officer
<b>BAYLIMANGO DISTRICT</b>	
FLORIE MAY A. CASTILLON	Teacher III/ Designated Disbursing officer
JEFFREY JUMALON	Administrative Assistant III
LIEZEL Y. OMBAY	Teacher III / Designated Disbursing officer
AMALIA B. ACAYLAR	Teacher III/ Designated Disbursing officer
TITA M. BAHIAN	Teacher III/ Designated Disbursing officer
CHERYL B. SOLAMILLO	Teacher III/ Designated Disbursing officer
JEANETTE C. OBORDO	Teacher III/ Designated Disbursing officer
<b>DAPITAN CENTRAL DISTRICT</b>	
PRINCE M. JACINTO	Administrative Assistant III
EMMA L. RECAMARA	Teacher III/ Designated Disbursing officer
JAY H. SAGARIO	Teacher I/ Designated Disbursing officer
RACHEL B. SEÑO	Teacher III/ Designated Disbursing officer
GLENES H. SAPUAN	Teacher III/ Designated Disbursing officer
CARONA R. PAEZ	Teacher I/ Designated Disbursing officer
<b>SECONDARY SCHOOLS</b>	
RICKY PINO	Administrative Assistant III
MARK RECAMARA	Administrative Assistant III
APRIL RUALES	Teacher II/ Designated Disbursing officer
CRISTIAN DALIS	Teacher I/ Designated Disbursing officer

Prepared by:

CATHERINE V. ACOYMO  
 ADAS III

Check and reviewed by:

OLGA P. MIRANDA, CPA  
 Accountant III

Approved:

FELIX ROMY A. TRIAMBULO, CESO V  
 Schools Division Superintendent



Address: Sunset Boulevard, Dawo, Dapitan City

Telephone No.: (65) 908-8242

Fax No.:

SGOD-HRDS

(65) 908-8361

Website: [www.depeddapitan.net](http://www.depeddapitan.net)

Email Address: [dapitancity@deped.gov.ph](mailto:dapitancity@deped.gov.ph)

