



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of NEGROS ORIENTAL

9
16 JAN 2024

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0036 s.2024

**1 DAY LIVE-OUT WORKSHOP OF IMPLEMENTING UNITS' SENIOR BOOKKEEPERS AND
SELECT DIVISION PERSONNEL ON THE PREPARATION OF THE BIR ALPHALIST DATA ENTRY**

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ACCOUNTANT III
BUDGET OFFICER III
ADMINISTRATIVE ASSISTANT III
FACILITATORS
ALL OTHERS CONCERNED

1. A 1-Day Live-out Workshop of Implementing Units' Senior Bookkeepers and Select Division Personnel on the Preparation of the BIR Alphalist Data Entry shall be conducted on January 17, 2024. The venue will be at the Girl Scout of the Philippines Function Hall.
2. This is to provide Technical Assistance on the Preparation of the BIR Alphalist Data Entry of DepEd Division of Negros Oriental Implementing Units.
3. Participants are requested to bring the following:
 - a. Laptop.
 - b. Extension Wires
 - c. Summary of records on Salaries and Benefits received per employee.
4. Transportation and other expenses incurred relative to this workshop shall be charge to Division/ School MOOE subject to usual accounting and auditing rules and regulations.
5. This memorandum will serve as authority to travel.
6. For your information and guidance.


NERI C. OJASTRO, EdD CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

1/16/24



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

List of Participants for the **1-Day Live-out Workshop of Implementing Units' Senior Bookkeepers and Select Division Personnel on the Preparation of the BIR Alphalist Data Entry** on January 16, 2024.

NO.	NAME	SCHOOL/POSITION
1	MA. JENNIFER P. PIODOS	ACCOUNTANT III – SDO
2	LIZBETH VALENCIA	ADMINISTRATIVE OFFICER II - SDO
3	KEVIN B. SAMSON	ADMINISTRATIVE OFFICER II - SDO
4	KAREN P. CUAJAO	ADMINISTRATIVE OFFICER II - SDO
5	MARIA SUZETTE N. CATUBAY	ADMINISTRATIVE ASSISTANT III - SDO
6	GENALE JUNE S. RAMIREZ	AMLAN NHS
7	JINKY C. LUBA	AMLAN NHS
8	SHEILA T. ALDENESE	DAUIN NHS
9	DIANNE EVE C. OMNOS	SIBULAN NHS
10	LYZIEL JOY J. BACO	TAYASAN NHS
11	JONALYN C. MANDAP	DON EMILIO MACIAS NHS
12	ASER T. ALAS JR.	AYUNGON NHS
13	DESIDERIA L. ASUNTO	CASIANO NAPIGKIT NHS
14	CLAIRE THERESE C. PESALBON	LA LIBERTAD NHS
15	SHIELA P. CALIDGUID	TAMBO NHS
16	MARIA CHONA S. ESTRELLANES	JIMALALUD NHS
17	MATET B. GADINGAN	VALENCIA NHS
18	MERLE F. ARDENIA	DEMETRIO L. ALVIOLA NHS
19	RICO S. ADA	JOSE MARIE LOCSIN NHS
20	MARIA JINA R. TROPA	SIATON NHS
21	QUENNIE B. BUCIO	MABINAY NHS
22	SHERRY MAE P. ELMIDO	SANTIAGO DELMO NHS
23	MARIFE M. BANLAT	NEGROS ORIENTAL HS
24	MERLINE B. DAHIL-DAHIL	MANJUYOD NHS
25	J CHRIS D. RUBIO	MA. MACAHIG NHS
26	MARIE JEAN NANETTE F. BUENAFE	ADMINISTRATIVE OFFICER II
27	MARY ROSE T. VILLAVICENCIO	ADMINISTRATIVE OFFICER II
28	FE REZALIND S. KILAT	ADMINISTRATIVE ASSISTANT III
29	ANGELYN A. JUANILLO	DON EMILIO MACIAS NHS