



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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January 26, 2024

DIVISION MEMORANDUM  
OSDS No. 18, s. 2024

**SCHOOL AND SDO -BASED FINANCE PERSONNEL TARGET SETTING  
WORKSHOP CUM STATUS UPDATING OF MOOE AND OTHER FUNDS AND  
TEAM - BUILDING ACTIVITY**

To: OIC - Assistant Schools Division Superintendent  
School Heads  
All School – based and Division - finance Personnel  
This Office

1. The Schools Division Office (SDO) of Tacurong City will conduct School – Based Finance personnel target setting workshop cum updates on MOOE and Other funds and Mental health break on February 6, 2024, at SDO Conference Hall and February 7-8, 2024, at Camp 1103, Brgy. Kablon, Tupi, South Cotabato.
2. This activity aims to:
  - a. Craft and present the 2024 IPCRF and all its parts aligned/harmonized with the OPCRf and DEDP.
  - b. Discuss the different issuances with regards financial management.
  - c. Present the Status of 2023 MOOE Liquidation and 2024 MOOE downloading.
  - d. Improve collaboration and communication, among finance personnel through structured activities, fostering a cohesive and efficient work environment.
  - e. Prioritize the mental health of finance personnel by incorporating regular mental health breaks and activities aimed at stress reduction.
3. Participants to this activity are as follows:
  - a. SDO Accountant, Budget Officer, and Cashier
  - b. All Accounting, Budget, and Cash personnel
  - c. AO II – TNHS
  - d. Bookkeepers & Disbursing Officers – IUs & non-IUs
4. Participants are advised to bring laptops for the workshop.
5. Enclosures 1 & 2 provide the list of participants and training schedule.



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**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
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6. A one (1) day Compensatory Time – Off (CTO) shall be granted to all participants and members of Technical Working Groups for February 8, 2024, declared as non -working holiday subject to the existing guidelines of the Civil Service Commission.
7. Travelling and other related expenses of all participants shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
8. For the information, guidance, and compliance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosures: None.  
Reference: None  
Allotment: None

To be included in the perpetual Index under the following subjects:

PERFORMANCE REVIEW      TRAINING

JGS/OSDS/DM/ SCHOOL -BASED FINANCE PERSONNEL TARGET SETTING WORKSHOP CUM UPDATES ON MOOE AND OTHER FUNDS AND MENTAL HEALTH BREAK/JANUARY 26, 2024



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**LIST OF PARTICIPANTS**

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>
CLEO IRENE INES	ADAS III	CENTRAL CLUSTER
KAITLYN BUENDICHO	ADAS II	CENTRAL CLUSTER
JULIUS BETHOVEEN CERBO	ADAS III	CENTRAL CLUSTER
FEBRIENE KATE PURAZO	ADAS III	WEST CLUSTER
NICOLE MAGANTE	ADAS II	WEST CLUSTER
CATHERINE LOZANO	ADAS III	EAST CLUSTER
CHARISH FABRIGAR	ADAS II	EAST CLUSTER
HEAVEN GRACE ARROZA	ADAS III	NORTH CLUSTER
KATHYRNA CELENDRO	ADAS II	NORTH CLUSTER
JEFFREY COLLANTES	ADAS III	SOUTH CLUSTER
SHENA DELEGENCIA	ADAS II	SOUTH CLUSTER
AVAGLEZ PIROTE	AO II	TNHS
KIN IAN CERBO	ADAS III	ASBMNHS/TNHS
CATHERINE VALDEZ	ADAS II	ASBMNHS/TNHS
EVAN VIC GABUT	ADAS II	RMNHS
GLAIZA DASMARINAS	ADAS II	RMNHS/UKNHS
MARY QUEEN QUINES	ADAS II	UKNHS
BELINDA GABIAZON	ADAS III	VFGMNHS
RODELYN GUERRERO	ADAS II	VFGMNHS
MARK JOHN CABALFIN	ADAS II	SPNHS
CHARMAINE MAE GABATO	ADAS II	SPNHS
MARICAR BATISLAONG	ADAS III	SENHS
CHARLOTTE GARCIA	ADAS II	SENHS
JONEL G. SOLOMON	ACCOUNTANT III	ACCOUNTING SECTION
RUBY LYN ALCONERA	ADAS III	ACCOUNTING SECTION
JERALDEN PALADIN	ADAS III	ACCOUNTING SECTION
ALJOY MARIE NICOLAS	ADAS III	ACCOUNTING SECTION
MENARD DENCE VILLA	ADAS II	ACCOUNTING SECTION
BIBSY RUBY ARADANAS	ADAS II	ACCOUNTING SECTION
KELVIN MARK APUD	AA III	ACCOUNTING SECTION
SHERYLL MORADAS	BUDGET OFFICER	BUDGET SECTION
REA MAY LAYGAN	ADAS III	BUDGET SECTION
SHARON ZAMBRA	ADAS I	BUDGET SECTION
LIZA DE LUNA	AO IV	CASH SECTION
REX RONCESVALES	AA VI	CASH SECTION
DAYANARA MOSQUEDA	AA III	CASH SECTION
RODNA RIVERAL	AA III	CASH SECTION



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**Program Matrix**

**Day 1- February 6, 2024 – Conference Hall**

<b>Time</b>	<b>Program</b>	<b>Responsible Person</b>
<b>PART 1</b>		
8:00 – 8:30 A.M	Opening Program	SDO Tacurong City
8:30 – 10:00 A.M	Discussion of Government Financial Management Issuances	Jonel G. Solomon
10:00 – 11:00 A.M	Update on the Status of MOOE Liquidation 2023 & downloading 2024 and Other Funds	Jeralden L. Paladin Ruby Lyn Alconera
12:00 – 1:00 P.M	LUNCH BREAK	
1:00 – 2:00 P.M	Budget Matters	Sheryll A. Moradas
2:00 – 5:00 P.M	Presentation of Bank Reconciliation, CDR and LRPT (Liquidation Report Performance Tracker (2023)	Aljoy Marie Nicolas Kelvin Mark Apud

**Day 2 – February 7, 2024**

<b>Time</b>	<b>Program</b>	<b>Responsible Person</b>
8:00 – 9:00 A.M	Management of Learning and Attendance Checking	Division Accounting personnel
9:00 -12:00 NN.	Discussion and Review of Unified IPCRF (ADAS III and ADAS II)	Jonel G. Solomon & Sheryll Moradas
12:00 – 1:00 P.M	LUNCH BREAK	
1:00 – 4:00 P.M	Workshop and Presentation on Unified IPCRF	School -based ADAS
4:00 – 5:00 P.M	Ways Forward	Jonel G. Solomon

**Day 3 – February 8, 2024**

<b>Time</b>	<b>Program</b>	<b>Responsible Person</b>
8:00 – 9:00 A.M	Management of Learning and Attendance Checking	Division Accounting personnel
9:00 -12:00 NN	Mental Health Activities	School – based ADAS
12:00 – 1:00 P.M	LUNCH	

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