



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

22 Jun 2026

DIVISION MEMORANDUM
No. 300, s. 2026

**RE-ORIENTATION OF ADMINISTRATIVE ASSISTANTS II OF AUTONOMOUS
AND IMPLEMENTING UNITS ON FINANCIAL POLICIES, GUIDELINES AND
PROCEDURES**

TO: Assistant Schools Division Superintendent
Public Secondary School Heads of Implementing Unit Schools
All Others Concerned

1. In compliance with the Unnumbered Memorandum dated August 26, 2016 on the Conduct of the National Training of Trainers for the rollout and implementation of the Financial Management Operations Manual (FMOM), and pursuant to existing government accounting and auditing rules and regulations, this Office shall conduct the Re-Orientation of Administrative Assistants II of Autonomous and Implementing Units on Financial Policies, Guidelines and Procedures on July 2, 2026, from 8:30 A.M. to 4:00 P.M. via Microsoft Teams.
2. The activity aims to strengthen the participants' understanding of financial policies, guidelines, and procedures, particularly on the proper handling of collections and disbursements, utilization of online and offline disbursement systems, preparation and reporting of checks, collections and deposits, and remittances.
3. Participants in the said activity are the Administrative Assistants II of forty-eight (48) secondary schools classified as Autonomous and Implementing Units, as well as Cash Section personnel of the Schools Division Office (See Attachment). All identified participants are directed to attend and actively participate in the activity.
4. The Microsoft Teams meeting link and other pertinent details shall be disseminated to all participants prior to the conduct of the activity.
5. For inquiries and concerns, please contact the Schools Division Office -Cash Section through email at sdobatangas.cash@deped.gov.ph



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6. Wide dissemination and strict compliance to this memorandum are enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl. None

Reference: None

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

RNM / RE-ORIENTATION OF ADMINISTRATIVE ASSISTANTS II OF AUTONOMOUS AND IMPLEMENTING UNITS
ON FINANCIAL POLICIES, GUIDELINES AND PROCEDURES / R1-153045 / 06-22-2026



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Attachment

Title of the Activity: **RE-ORIENTATION OF ADMINISTRATIVE ASSISTANTS II OF AUTONOMOUS AND IMPLEMENTING UNITS ON FINANCIAL POLICIES, GUIDELINES AND PROCEDURES**

Inclusive Dates & Time: **July 2, 2026, 8:30am to 4:00pm**

Venue / Platform: **Via Microsoft Teams**

No.	NAME	POSITION / DESIGNATION	SCHOOLS
1	VICENTE C. BARMES	ADAS II	Cash Section
2	ERICKA I. MAGSOMBOL	ADAS II	Cash Section
3	MA. CHRYSSEL M. CANTOS	ADAS II	Cash Section
4	ADONIS ABRIL A. MANAD	ADAS II	Cash Section
5	EMER KRISTEL M. ROMERO	ADAS III	Cash Section
6	ROMIELYN M. OCAMPO	ADAS II	Balayan National High School
7	IRENE V. MALAPITAN	AO I	Governor Feliciano Leviste Memorial National High School
8	VICTORIA L. DE LOS REYES	ADAS II	Banilad National High School
9	CHRISTINE KARLA M. RIVERA	ADAS II	Bilaran National High School
10	MARIBETH A. MEDENILLA	ADAS II	Calatagan National High School
11	JIGSON M. MANAOIS	ADAS II	Dr. Crisogono B. Ermita Sr. Memorial National High School
12	ALEXANDER D. AGUZAR	ADAS II	Jose Lopez Manzano National High School
13	DAISY H. PEJI	ADAS II	Lian National High School
14	LUZVIMINDA G. GAA	ADAS II	Looc National High School
15	JUDITH C. ROMERA	ADAS II	Lucsuhin National High School
16	MARCOS R. BUHAYIN	ADAS II	Lumbangan National High School
17	MELWE P. AGUADO	ADAS II	Payapa National High School
18	DIANALYN M. CARANDANG	ADAS II	Taal National High School



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19	ANABEL M. CAISIP	ADAS II	Tala National High School
20	RHENE A. BOONGALING	ADAS II	Alalum National High School
21	ROMELYN S. CABRAL	ADAS II	Anselmo A. Sandoval Memorial National High School
22	MAGDALENO D. TALLEDO	ADAS II	Banoyo National High School
23	DECENA H. CRUZAT	ADAS II	Bauan National Agricultural and Vocational High school
24	JAYSON P. BAGSIT	OIC- ADAS II	Bauan Technical Integrated High School
25	NIKKI LEI A. PAYUMO	ADAS II	Masaguitsit-Banalo National High School
26	RESTYN JOYCE L. CARIDO	ADAS II	San Pascual National High School
27	JOSELITO M. DE VILLA	ADAS II	Sta. Monica National High School
28	FIEL MARIE F. LUZON	ADAS II	Tingloy National High School
29	JAYSON A. MARALIT	ADAS II	Malvar School of Arts and Trade
30	IREEN C. AMUTAN	ADAS II	Wenceslao Trinidad Memorial National High School
31	ROXAN A. PANALIGAN	ADAS II	Alitagtag National High School
32	AIREEN D. MIRANDA	OIC - ADAS II	Balas Buko National High School
33	NEMIA B. ROXAS	ADAS II	Balete National High School
34	JOAH MAE D. MALIBIRAN	ADAS II	Bayorbor National High School
35	MARK LOUIE T. MALALUAN	ADAS II	Coral na Munti National High School
36	ANGELENE M. TORRES	ADAS II	Fermin La Rosa National High School
37	RONALD P. DE VILLA	ADAS II	Maabud National High School
38	DONALYN R. PARAN	ADAS II	Mataasnakahoy National High School



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39	BABY ALMA D. MAGBOJOS	ADAS II	Sta. Teresita National High School
40	DIANA LYN A. ANDUZON	ADAS II	Dr. Juan A. Pastor Integrated National High School
41	RAPHAELA BIANCA C. DELEN	ADAS II	Baybayin Integrated National High School
42	LOMITA C. CUEVAS	ADAS II	Buhaynasapa Integrated National High School
43	MAYCE E. SANDRO	ADAS II	Calubcob I National High School
44	SHIELA P. COMIA	ADAS II	Dagatan Integrated National High School
45	REBECCA L. DE CHAVEZ	ADAS II	Don Leon Mercado Sr. Memorial National High School
46	AMOR A. PANGANIBAN	ADAS II	Laiya Integrated National High School
47	ARLENE T. LATAG	ADAS II	Padre Garcia Integrated National High School
48	VIOLETA C. CAGALINGAN	ADAS II	Palahanan Integrated National High School
49	ALVIN JOSEPH P. ESTOLE	ADAS II	Pansol Integrated National High School
50	NORIE C. ACLAN	ADAS II	Rosario Integrated National High School
51	LOVELYN M. DELEN	ADAS II	Sico 1.0 Integrated National High School
52	JOANNA MARIE D. FONTE	ADAS II	Taysan San Jose Integrated National High School
53	MARIBEL I. BAGNES	ADAS II	Tipas Integrated National High School