MEMORANDUM TO:

Lauro De Guzman – Principal, Marikina High School
Albert Mutia – Principal, Malanday National High School
Secondary School Principals (Non Implementing Units Only)
Public Schools Only

SKILLS TRAINING ON FINANCIAL MANAGEMENT FOR SDO MARIKINA JUNIOR HIGH SCHOOL AND SELECTED IMPLEMENTING UNITS FINANCIAL STAFF

In the efforts to facilitate the readiness of our non-implementing units to be direct release and familiarization on government transactions for newly hired financial staff, the Finance Services Unit, this division, will be conducting a Skills Training on Financial Management for SDO Marikina Junior High and Selected Implementing Units Financial Staff at SDO Marikina AVR on July 18 – 19, 2019, 8:30 AM to 5:00 PM.

Financial staffs of the following schools are requested to participate and division office personnel to assist in the said activity:

1. Marikina High School
   a. Criselia Hilario – Admin. Asst. III
2. Malanday National High School
   a. Patrick De Guzman – Admin. Asst. III
3. Marikina Science High School
   a. Cristina Macatangay – Admin. Asst. III
   b. Raquel Tiamzon – Admin. Asst. II
4. Tañong High School
   a. Vivencio Benabaye Jr. – Admin. Officer II, Acting Bookkeeper
   b. Kristine Enano – Admin. Asst. II
5. Marikina Heights High School
   a. Dioscorta Ege – Admin. Asst. III
   b. Edgar Peralta – Admin. Asst. II
6. Concepcion Integrated School – Secondary Level
   a. Jeenalyn Cruz – Admin. Asst. III
   b. Ma. Victoria Liwanag - Acting Disbursing Officer
7. Nangka High School
   a. Maita Lopez – Admin. Asst. III
   b. Armin Nepomuceno - Admin. Asst. II
8. **Fortune High School**
   a. Christian Claro Conanan – Admin. Asst. III
   b. Elenita Ramos – Admin. Asst. II

9. **Sto. Niño National High School**
   a. Rose Ann Cerveza – Admin. Asst. III
   b. Jhoanna Camille Astorga – Admin. Asst. II

10. **Barangka National High School**
    a. Cheryl Carlos – Admin. Asst. III
    b. Serafin Raytan Jr. – Admin. Asst. II, Acting Disbursing Officer

11. **Kalumpang National High School**
    a. Myra Pumares – Admin. Asst. II

12. **San Roque National High School**
    a. Jerome Carlos – Admin. Asst. III
    b. Corina Guevara – Acting Disbursing Officer

13. **Jesus Dela Peña National High School**
    a. Nomerlito Salamida – Admin. Asst. III
    b. Paula Basilio – Admin. Asst. II

14. **Division Office**
    a. Richie Ignacio – Budget Officer III
    b. Ivy Ruallo – OIC, Accounting Unit
    c. Jay Alvin Cabututan – Admin. Asst. III
    d. Carlo Ray Guevara – Admin. Asst. III
    e. Mary Grace Dela Rosa – Admin. Asst. III
    f. Ailene Joy Graza – Admin. Asst. III

Participants are expected to come on time and should bring with them the following:
   a. ballpens
   b. calculators

Travelling and other incidental expenses related to the said activity may be charged against School MOOE and Division MOOE fund subject to usual budgeting, accounting and auditing rules and regulations.

Immediate dissemination and strict compliance of this Memorandum is desired.

**JOEL T. TORRECAMPO**
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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*Maka-Diyos, Makatao, Makakalikasan at Makabansa*