



Republic of the Philippines  
Department of Education  
Region V – Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

MEMORANDUM

11325015

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
SDO Accounting Unit  
All Others Concerned

**FROM:** NYMPHA D. GUEMO  
Schools Division Superintendent

**SUBJECT:** WORK ASSIGNMENT OF SDO ACCOUNTING PERSONNEL  
(IN-CHARGE OF RELEASE AND LIQUIDATION OF SCHOOL FUNDS)

**DATE:** January 13, 2025

- Please be informed of the adjustment in the work assignments of the Senior Bookkeeper/Administrative Assistant III In-charge of all public elementary and secondary schools.

| NAME OF IN-CHARGE & POSITION                            | SCHOOL COVERAGE |                  |               |
|---------------------------------------------------------|-----------------|------------------|---------------|
| SHEILA MAE A. ABRIHAN<br>Senior Bookkeeper              | Barayong ES     | LCNTVHS          | CRPMES        |
|                                                         | Buga ES         | Paulog ES        | Tastas ES     |
|                                                         | Herrera ES      | Pinit ES         | Maonon ES     |
|                                                         | Layon ES        | Baligang ES      |               |
| HARVEY CEAZAR V. PERNIA<br>Administrative Assistant III | Basag ES        | Don Teotimo ES   | Francia ES    |
|                                                         | Binanowan ES    | LECS             | Maonon NHS    |
|                                                         | Busay ES        | Nabonton ES      |               |
|                                                         | BRSHS           | Tinago ES        |               |
| JENNIFER C. QUINO<br>Senior Bookkeeper                  | Allang ES       | Quiasa Ext.      | Barayong NHS  |
|                                                         | Bonga ES        | Tula-Tula (P) ES | Bacong ES     |
|                                                         | Culliat ES      | Tula-Tula (G) ES |               |
|                                                         | LWCES (B)       | Batang ES        |               |
| ABEGAIL T. LORINO<br>Senior Bookkeeper                  | Greenfield ES   | Pinamaniquian ES | Bagacay ES    |
|                                                         | LNHS            | Sta Cruz ES      | DPPMHS        |
|                                                         | Macael ES       | Tinampo ES       | Macalidong ES |
|                                                         | Mahaba ES       | Pandan ES        |               |
| JON CLAUDE M. MATZA<br>Administrative Assistant III     | Bacong NHS      | Oma Oma ES       | LWCES (P)     |
|                                                         | Busac ES        | Tandarura ES     |               |
|                                                         | Cabarian ES     | Amtic NHS        |               |
|                                                         | Cabarian NHS    | Cavasi ES        |               |



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| NAME OF IN-CHARGE &<br>POSITION                             | SCHOOL COVERAGE |                |             |
|-------------------------------------------------------------|-----------------|----------------|-------------|
|                                                             | Catburawan ES   | San Vicente ES | Oma-oma NHS |
| <b>ALFIE P. BACONG</b><br>Administrative Assistant III      | Malama ES       | Tiongson ES    |             |
|                                                             | Palapas ES      | Amtic ES       |             |
|                                                             | Palapas NHS     | Tobgon ES      |             |
|                                                             | Abella ES       | Tambac ES      |             |
| <b>CONCEPCION O. OLAYTA</b><br>Administrative Assistant III | Balanac ES      | Tupas ES       |             |
|                                                             | Paulba ES       | Tambo ES       |             |
|                                                             | Paulba NHS      |                |             |
|                                                             |                 |                |             |

2. They are expected to perform the following tasks:

- Certify the availability of funds in contracts, purchase orders, disbursement vouchers and other forms required in the liquidation reports in compliance with DepEd Order No. 017, s. 2024 and DepEd Order No. 001, s. 2023.
- Inspect, validate and verify expenses charged to School MOOE/local funds;
- Maintain school's subsidiary ledgers related to cash advances;
- Prepare and submit the Monthly Summary of Cash Advances Received, Liquidated and Balances to the Schools Division Office;
- Prepare Monthly Bank Reconciliation Statement;
- Provide technical assistance for finance-related concerns and
- Perform other related bookkeeping and accounting tasks as may be assigned and deemed necessary in the operation of the schools and schools division office.

3. Said work adjustments will take effect starting January 13, 2025.

4. For information, guidance and dissemination.