



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 9, 2022

OFFICE MEMORANDUM

No. **086**, s. 2022

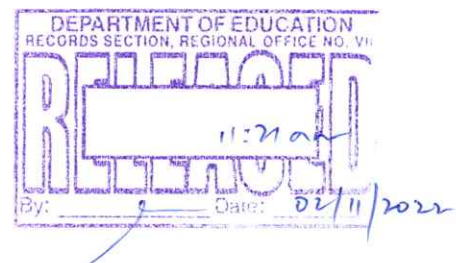
To: **Functional Division Chiefs**
Section and Unit Heads
All others concerned

**VIRTUAL ORIENTATION ON THE SUBMISSION OF DOCUMENTS TO THE
FINANCE DIVISION FOR CY 2022 AND PROCESS UPDATES
UTILIZING SHARED GOOGLE SHEETS**

1. The Finance Division, this office, shall hold an Orientation on Submission of Documents to the Finance Division for CY 2022 and Process Updates Utilizing Shared Google Sheets on **February 16, 2022**, in two (2) batches (**Batch 1 -AM** and **Batch 2 PM**).
2. Participants to this orientation are the Functional Division chiefs, document preparers from each functional division and an alternate, and Unit/Section Heads. Please see attached *List of Participants*.
3. Full cooperation and participation of identified participants is highly expected to ensure orderly and smooth flow of documents, establish accountabilities and ensure compliance with Government Accounting Manual (GAM) and other existing accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Office Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director *a*

FD-GJF



LIST OF PARTICIPANTS

| Orientation on Submission of Documents to the Finance Division for CY 2022 and Process Updates Utilizing Shared Google Sheets | | | |
|--|------------|--------------------|--|
| February 16, 2022 | | | |
| Batch 1 9:00 AM to 12:00 NN | | | |
| NAME/DIVISION/UNIT | | | POSITION |
| Office of the Regional Director (ORD) | | | |
| ORD Proper | | | |
| 1 | YU | QUEENNIELYN | C. Administrative Assistant I |
| 2 | DIZON | LEO | M. Administrative Aide IV |
| Office of the Assistant Regional Director (OARD) | | | |
| 3 | CORDOVA | MELCHOR | A. Administrative Aide I |
| Public Affairs Unit (PAU) | | | |
| 4 | BACUS | FLORAMAY | Q. Project Development Officer II |
| 5 | CALZITA | JASMIN | F. Administrative Officer V |
| Legal Unit (LU) | | | |
| 6 | CALUMPIANO | ELEANOR | C. Attorney IV |
| 7 | TORMIS | JILL | M. Administrative Assistant I |
| Information and Communication Technology Unit (ICT) | | | |
| 8 | LAGADO | JIM ALBERT | A. Information Technology Officer I |
| 9 | VILLEGAS | GERARD CHRISTOPHER | A. Computer Maintenance Technologist I |
| Bids and Awards Committee (BAC) | | | |
| 10 | AVILA | ALBERT | B. Administrative Assistant II |
| 11 | COLINAYO | WERLYN | O. Contract of Service |
| Curriculum and Learning Management Division (CLMD) | | | |
| 12 | ACUIN | DANDY | G. Education Program Supervisor |
| 13 | ASPA | AMENIA | C. Education Program Supervisor |
| 14 | CABALUNA | SARAH | S. Education Program Supervisor |
| 15 | CAFÉ | ALFREDO | P. Education Program Supervisor |
| 16 | COSTALES | APRIL ZENIA | C. Contract of Service |
| 17 | ENDRIANO | DEAN RIC | M. Education Program Supervisor |
| 18 | LACABA | NOREEN PEARL | E. Contract of Service |
| 19 | VILLAMOR | HARVIE | D. Chief Education Supervisor |
| 20 | JORGE | NOVA | P. Education Program Supervisor |
| 21 | MABUTIN | GERTRUDES | C. Education Program Supervisor |
| 22 | TIU | RYAN | R. Education Program Supervisor |
| Learning Resource Management Center (LRMDC) | | | |
| 23 | ALVARADO | ROMEO | A. Teaching Aids Specialit |
| 24 | ARINTO | MARLENE | C. Administrative Assistant II |
| 25 | BIHAG | JOY | B. Education Program Supervisor |

LIST OF PARTICIPANTS

| Orientation on Submission of Documents to the Finance Division for CY 2022 and Process Updates Utilizing Shared Google Sheets | | | |
|--|---|---------------|---|
| February 16, 2022 | | | |
| | Education Support Services Division (ESSD) | | |
| 26 | ARANAS | MARCELITO | V. Administrative Assistant I |
| 27 | SUAREZ | TERESITA | G. Administrative Assistant II |
| 28 | CATUBIG | ISIDRO | C. Chief Education Supervisor |
| | Physical Facilities Section (EFS) | | |
| 29 | BAGON | RYAN JAY | L. Engineer III |
| 30 | VACANT | | |
| | Health and Nutrition Section (HNS) | | |
| 31 | GERONA | MA. ELSA | N. Medical Officer IV |
| 32 | LUATON | ADARA LOURDES | S. Nutritionist-Dietitian II |
| | Special Programs and Projects Section (SPPS) | | |
| 33 | DADAP | EDEN | A. Project Development Officer IV |
| | Field Technical Assistance Division (FTAD) | | |
| 34 | LIM | ANNA LYN | B. Administrative Assistant I |
| 35 | VERUNQUE | CESAR | P. Chief Education Supervisor |
| | Quality Assurance Division (QAD) | | |
| 36 | ADTOON | GERARDO | L. Education Program Supervisor |
| 37 | CAMPOSANO | MARLOU | D. Education Program Supervisor |
| 38 | CUEVAS | RACHEL | R. Education Program Supervisor |
| Batch 2 1:00 PM to 5:00 PM | | | |
| NAME/DIVISION/UNIT | | | POSITION |
| | Quality Assurance Division (QAD) | | |
| 39 | GUINO | ROSEMARIE | M. Education Program Supervisor/OIC-Chief |
| 40 | GULA | JIMMY | G. Education Program Supervisor |
| 41 | SANTOS | FERNANDO | A. Administrative Assistant I |
| 42 | SOLIS | MELVIN CHITO | M. Education Program Supervisor |
| 43 | TAYUM | SONNY | S. Education Program Supervisor |
| 44 | VILLAMOR | FRANCO | A. Administrative Assistant VI |
| | Human Resource Development Division (HRDD) | | |
| 45 | LABITA | RASHEIL | R. Administrative Assistant I |
| 46 | LADRERA | MAY ANN | B. Administrative Assistant III |
| 47 | LAGUMBAY | ALEJANDRA | B. Education Program Supervisor |
| 48 | ROSALES | RODEL | V. Education Program Supervisor |
| 49 | VACAL | ROWENA | T. Education Program Supervisor |
| 50 | SARMIENTO | MERCEDES | D. Chief Administrative Officer |
| | NEAP-RELC | | |

LIST OF PARTICIPANTS

| Orientation on Submission of Documents to the Finance Division for CY 2022 and Process Updates Utilizing Shared Google Sheets | | | | |
|--|------------|---------------------|----|-------------------------------------|
| February 16, 2022 | | | | |
| 51 | TICOY | ROGELIO, JR. | O. | Dormitory Manager |
| Policy, Planning and Research Division (PPRD) | | | | |
| 52 | BOCO | PRIMITIVA | B. | Administrative Assistant I |
| 53 | DIMAKILING | RITA | R. | Chief Education Supervisor |
| 54 | GALLANO | MARK LITO | B. | Planning Officer III |
| 55 | MELCHOR | EPIFANIA | G. | Statistician I |
| 56 | PELIÑO | TEODORICO, JR. | C. | Education Program Supervisor |
| 57 | VILLAMOR | MARCELINA | V. | Senior Education Program Specialist |
| Administrative Division (AD) | | | | |
| 58 | CABOBOY | ELIZABETH | E. | Supervising Administrative Officer |
| 59 | DIONGON | MA. JEANITA | C. | Administrative Assistant I |
| 60 | YMAN | ALEJANDRITO | L. | Chief Education Supervisor |
| Asset Management Section (AMS) | | | | |
| 61 | CALIPAYAN | ANDREY GAY | N. | Administrative Aide VI |
| 62 | CATALLA | RANDOLPH JOHN MURRY | L. | Contract of Service |
| 63 | LAPIDARIO | SARAH | A. | Administrative Aide IV |
| 64 | PAGLINAWAN | MA. LAURA | F. | Administrative Officer V |
| 65 | PARIÑA | ERNA | B. | Administrative Officer I |
| Cash Section (CS) | | | | |
| 66 | RESCO | RUSSEL | L. | Administrative Officer V |
| 67 | TAJARROS | JOSEPHINE | L. | Administrative Aide VI |
| General Services (GS) | | | | |
| 68 | REYES | APPLE | T. | Administrative Officer IV |
| 69 | SELLOGA | EVANGELINE | N. | Administrative Aide I |
| 70 | TAJO | LINAFLOR | I. | Administrative Assistant III |
| Personnel Section (PS) | | | | |
| 71 | AMADORE | PEE JAY | P. | Administrative Aide VI |
| 72 | AREGLADO | NERIO CLENTON | R. | Administrative Officer II |
| 73 | GADDI | MILGRACE | A. | Administrative Aide VI |
| 74 | ROSALES | EVA | D. | Administrative Officer V |
| 75 | ZABALA | CHONA | O. | Administrative Officer IV |
| Records Section (RS) | | | | |
| 76 | ATILLO | JUANERICO | D. | Security Guard I |
| 77 | CORDETA | IRIS | N. | Administrative Aide VI |
| 78 | CINCO | ARIEM | V. | Administrative Officer V |