



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF ESCALANTE CITY



February 5, 2026

**DIVISION MEMORANDUM**

No. 055 s, 2026

**NEW SCHEDULE FOR THE CONDUCT OF FINANCE STAFF CONFERENCE**

TO: OIC-Assistant Schools Division Superintendent  
All School Heads  
All Finance Personnel  
All Others Concerned

1. This is to inform the field that the new schedule for the conduct of above-mentioned activity will be on February 11-12, 2026, at the Gabriela Hall, Old SDO Compound.
2. Attached are the expected participants and the revised activity matrix.
3. Immediate dissemination of this memorandum is desired.

  
**PETER J. GALIMBA**  
OIC, Schools Division Superintendent

Reference : As stated  
Enclosure : Annex A  
Allotment : Division Order No. 1, 2019  
To be indicated in the perpetual index under the following subjects:  
**KC - OSDS-Budget**

Para sa Kampeon na Escalantehanon, SIGE (Sustainable Initiatives Geared towards Excellence), Escalante, Sa SDO Escalante, May Kaagapay Kal  
Escalante City, Negros



Occidental, Philippines

Tel. Nos – (034) 724-5720, (034) 454-0746  
[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)  
[depedescalantecity.weebly.com](http://depedescalantecity.weebly.com)



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF ESCALANTE CITY**

Annex A

**PARTICIPANTS TO FINANCE STAFF CONFERENCE AND ONLINE  
ENGAGEMENT TO THE 39<sup>TH</sup> NATIONAL SEMINAR WORKSHOP  
ON THE CONSOLIDATION OF FINANCIAL YEAR-END  
REPORTS (CY 2025)**

School/Office	No. of Pax
<b>SDO (OSDS)</b>	
Budget	4
Accounting	7
Cash Unit	2
Procurement	2
Supply	4
<b>Schools</b>	
Administrative Officers II	26
Project Development Officers I (PDO-I)	5
Finance Staffs in:	
Buenavista NHS	4
Dian-ay NHS	4
Escalante NHS	4
Mabini NHS	4
Old Poblacion NHS	3
Tamlang NHS	3
<b>Total</b>	<b>72</b>

Para sa Kampeon na Escalantehanon, SIGE (Sustainable Initiatives Geared towards Excellence), Escalante, Sa SDO Escalante, May Kaagapay Ka!



Occidental, Philippines

Escalante City, Negros

Tel. Nos – (034) 724-5720, (034) 454-0746  
[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)  
[depedescalantecity.weebly.com](http://depedescalantecity.weebly.com)



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF ESCALANTE CITY**

**Annex B**

**Matrix**

<b>Day 1</b>		
<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
7:30 – 8:00	Registration	Accounting Office
8:00 – 8:30	Preliminaries	Jennefer A. Cena Administrative Officer (Procurement) II
8:30 – 9:00	Statement of Objectives and Purpose	Kathy S. Cinco
9:00 – 11:30	Accounting Office: Reports, Challenges, and Key Concerns	Administrative Officer V (Budget) Leizzamar V. Bayadog Accountant III
11:30 – 12:00	Open Forum	Marry Luz P. Buscato Administrative Assistant III
12:00 – 1:00		Health Break
1:00 – 1:30	MOL	Escalante NHS, Dian-ay NHS and Tamlang NHS Finance Staffs
1:30 – 3:00	Supply Office Matters: Recent Updates and Developments	Desiree L. Miano
3:00 - 3:30	Open Forum	Administrative Officer IV (Supply)
3:30 – 4:30	Cash Unit: Updates and Concerns	Moderator: Lilibeth C. Moboayen Harry John C. Jarina Administrative Officer IV (Cash)
4:30 – 5:00	Open Forum	Jugine L. Pugales Administrative Assistant III
<b>Day 2</b>		
<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
7:30 – 8:00	Registration	Supply Office
8:00 – 8:30	MOL	Project Development Officers
8:30 – 10:00	Updates, Challenges, and Matters of Concern in the Budget Office	Kathy S. Cinco Administrative Officer V (Budget)
10:00 – 10:30	Open Forum	Moderator: Honeylie L. Hermosada Administrative Assistant III
10:30 - 11:30	HR Unit: Updates and Concerns	Peter Julius B. Pellotas Administrative Officer IV (Personnel)

Para sa Kampeon na Escalantehanon, SIGE (Sustainable Initiatives Geared towards Excellence), Escalante, Sa SDO Escalante, May Kaagapay Ka!

Escalante City, Negros

Occidental, Philippines

Tel. Nos – (034) 724-5720, (034) 454-0746

[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)

[depedescalantecity.weebly.com](http://depedescalantecity.weebly.com)

