



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 Ka!

Escalante City, Negros

Occidental, Philippines



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

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

School/Office	No. of Pax
SDO (OSDS)	
Budget	4
Accounting	7
Cash Unit	2
Procurement	2
Supply	4
Schools	
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
Total	72

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Annex B

Matrix

Day 1		
Time	Activity	Responsible Person
7:30 – 8:00	Registration	Accounting Office
8:00 – 8:30	Preliminaries	Jennefer A. Cena Administrative Officer II (Procurement)
8:30 – 9:00	Statement of Objectives and Purpose	Kathy S. Cinco Administrative Officer V (Budget)
9:00 – 11:30	Accounting Office: Reports, Challenges, and Key Concerns	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 Administrative Officer IV (Supply)
3:00 – 3:30	Open Forum	Moderator: Lilibeth C. Moboayen
3:30 – 4:30	Cash Unit: Updates and Concerns	Harry John C. Jarina Administrative Officer IV (Cash)
4:30 – 5:00	Open Forum	Jugine L. Pugales Administrative Assistant III
Day 2		
Time	Activity	Responsible Person
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)

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