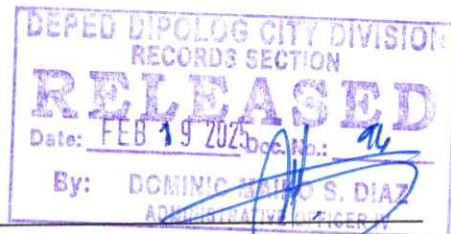




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



February 19, 2025


DIVISION MEMORANDUM

No. 46, s. 2025

**STREAMLINING OF DUTIES AND RESPONSIBILITIES OF THE DISBURSING OFFICERS
OF DEPED DIPOLOG CITY DIVISION**

To: **SDO and District Finance Staff**
Implementing Units Senior Bookkeeper
Implementing Units Disbursing Officer
This Division

1. One of the major and frontline services of the Division Office falls under Cash Section under the Administrative Services, this is also true at the school level where its function is performed by finance staff. Thus, handling these services and functions require well-trained personnel equipped with the necessary skills, competencies, and knowledge to adapt to evolving policies, protocols, and procedures.
2. Hence, to ensure efficient and effective delivery of this services, this Division has organized a **1-day Seminar for the Streamlining of Duties and Responsibilities of Disbursing Officers** which is scheduled on **February 25, 2025**; the venue of this activities will be at DepEd Dipolog Training Center, Miputak, Dipolog City.
3. Moreover, this activity aims to come up with a much clearer and easier method in the conduct of the disbursement process and be able to thoroughly comprehend DBP Payroll System.
4. Participants are advised to prepare a 2-5-minute presentation of its best practice in the conduct of the disbursement process.
5. Please refer to the enclosures for the following:
 - Enclosure 1: List of Participants
 - Enclosure 2: Activity Matrix
6. For inquiries and clarification, kindly contact Alineil Uy Divinagracia, Division Cashier, at 09306360675.
7. Immediate and widest dissemination of this memorandum is desired.


ROSALIO B. CONTURNO JR., PhD.
OIC-Assistant Schools Division Superintendent
In-charge of Office

For:

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



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SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure 1: List of Participants

NAME	POSITION	FUNCTIONAL DIVISION
1. Divinagracia, Alineil U.	Administrative Officer IV	Cash Section
2. Benito, Norielle Bea B.	Disbursing Officer II	Cash Section
3. Ageas, Algiemar	Disbursing Officer II	North District
4. Anguit, Mary Jessie Rose	Administrative Assistant III	North District
5. Baraquia, Nilgane A.	Administrative Assistant III	East District
6. Mejias, Jhona Mae	Disbursing Officer II	East District
7. Solis, Rolou	Administrative Assistant III	West District
8. Barral, Euphram	Disbursing Officer II	West District
9. Cabillo, Sheena	Administrative Assistant III	South District
10. Drilon, Alex	Disbursing Officer II	South District
11. Adraincem, Josephine	Administrative Officer I	ZNNHS
12. Rios, Ma. Ellyn Beth E.	Administrative Assistant III	ZNNHS
13. Bunao, Grace	Disbursing Officer II	Sicayab NHS
14. Garilola, Trecia	Administrative Assistant III	Sicayab NHS
15. Abarca, Gwen	Disbursing Officer II	Dipolog City NHS
16. Jumawan, Lydith Marie	Administrative Assistant III	Dipolog City NHS
17. Ocao, Charina	Disbursing Officer II	Galas NHS
18. Sigasig, Ofelia	Administrative Assistant III	Galas NHS
19. Bongcac, Genevine	Disbursing Officer II	AQUAmasths
20. Flores, Flordeliz	Administrative Assistant III	AQUAmasths
21. Epo, Manuel	Disbursing Officer II	Punta NHS
22. Suan, Jane U.	Administrative Assistant III	
23. Palopalo, Jack	Disbursing Officer II	Cogon NHS
24. Gulmatico, Cyd	Administrative Assistant III	Cogon NHS
25. Eguia, Ryan	Disbursing Officer II	Pamansalan Eco-tech HS
26. Ana Riva E. Lanat, CPA	Accountant III	SDO
27. Alan D. Chiu	Administrative Officer V	SDO



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Enclosure 2: Activity Matrix

Topics/Agenda	Discussant/ Resource Speaker
Preliminaries and Opening Ceremonies <ul style="list-style-type: none">• Attendance/Registration• Philippine National Anthem• Opening Prayer	Norielle Bea Benito Disbursing Officer II
Welcome Remarks	Rosalio B. Conturno Jr., PhD Asst. Schools Division Superintendent
Message	Ma. Liza R. Tabilon EdD., CESO V Schools Division Superintendent
Review of the Disbursement Process and Cash Management and Control System	Alineil Uy Divinagracia Admin Officer IV (Cash)
DBP Hour (Presentation of the System Payroll System and Bank Updates)	Rolly Soliva Florian Mabel Mansinadez, CPA CSA, Back Office
Response from SDO	Ana Riva E. Lanat, CPA Accountant III
Presentation of best practices by District/IU	Representative
Closing Program <ul style="list-style-type: none">• Testimonies• Awarding of Certificates	
Closing Remarks	Alan D. Chiu Admin Officer V (Admin)