



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

25 MAR 2025

DIVISION MEMORANDUM  
No. 153 s. 2025

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 117, S. 2025  
TITLED TRAINING-WORKSHOP ON THE PREPARATION AND COLLECTION OF  
FY 2025 1<sup>ST</sup> QUARTER BUDGET REPORTS**

To: Public Secondary School Heads of Implementing Units  
Accountants/Bookkeepers of Implementing Units  
All Others Concerned

1. Relative to Division Memorandum No. 0117, s. 2025, titled **Training-Workshop on the Preparation and Collection of FY 2025 1<sup>st</sup> Quarter Budget Reports** scheduled on **April 2-4, 2025**, please be informed that the venue of the said activity will be at **Smallville 21 Hotel, Mandurriao, Iloilo City**.
2. The list of participants, resource persons, facilitator, and the training matrix are provided in **Enclosure Nos. 1 and 2** respectively.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: As Stated  
Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

TRAINING-WORKSHOP

BUDGET

REPORTS



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**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 1 to DM No. 153, s. 2025

**LIST OF PARTICIPANTS**

**DIVISION OF CAPIZ**

**A. SECONDARY SCHOOLS IMPLEMENTING UNITS**

	<b>School</b>	<b>Name</b>	<b>Designation</b>
1.	Arturo Jugo National High School	Melanie E. Paras	Teacher III
2.	Bongsuan National High School	John Alber V. Sorolla	Administrative Assistant III
3.	Cabug-cabug National High School	Jose Ronaldo B. Golero	Administrative Assistant III
4.		Ma. Rita C. Golero	Administrative Assistant II
5.	Camburanan National High School	Melody M. Gapi	Administrative Assistant II
6.	Candelaria National High School	Jasmin V. Chu	Administrative Assistant II
7.	Capiz National High School	Alberth Justine D. Balgos	Accountant I
8.	Casanayan National High School	Renil A. Beria	Administrative Assistant III
9.	Col. Patrocenio Artuz National High School	Rosie Jean Fusin	Administrative Assistant III
10.	Commissioner Luis R. Asis National High School	Dino Raoul Gervacio B. Lubio	Administrative Assistant III
11.	Concepcion Castro Garcia National High School	Julius C. Ayopela Jr.	Administrative Assistant III
12.	Cuartero National High School	Annie P. Basamot	Administrative Assistant III
13.	Dao National High School	Judymar D. Berbanio	Administrative Assistant III
14.	David Moises Memorial High School	Hannah Grace J. Pagayonan	Administrative Assistant III
15.	Don Felix Balgos Memorial National High School	Jeblay Rose S. Bejo	Administrative Assistant III
16.	Dr. Vicente V. Andaya, Sr. National High School	Jean Margaret D. Feller	Administrative Assistant III
17.	Dulangan National High School	Randy D. Alo	Administrative Assistant III





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18.	Dumalag Central National High School	Scarlette Anne A. Salazar	Administrative Officer II
19.	Estefania Montemayor National High School	Nieves C. Jallorina	Administrative Assistant III
20.	Florentina Batoampo Degala National High School	Lorena Degala	Administrative Assistant III
21.	Jose Diva Avelino National High School (Hipona NHS)	Leonidas H. Mallillin	Administrative Assistant III
22.	Ivisan National High School	Jelly B. Villagrancia	Accountant I
23.	Jagnaya National High School	Jenet Claudine L. Lago	Administrative Assistant III
24.	Jamindan National High School	Juna F. Beatizula	Administrative Assistant III
25.	Leodegario De Ocampo, Sr. National High School	Mary Rose B. Dorado	Administrative Assistant III
26.	Lucero National High School	Lyn V. Espino	Administrative Assistant III
27.	Maayon National High School	Aldrin D. Deleña	Administrative Assistant III
28.	Macario Delfin Bermejo National High School	Karen N. Gabrido	Administrative Assistant III
29.	Maindang National High School	Cendy M. Soliman	Administrative Assistant III
30.	Malonoy National High School	Ma. Ruby E. Brinosa	Administrative Assistant III
31.	Mambusao East National High School	Merryl C. Young	Administrative Assistant III
32.	Mambusao National High School	Randy A. De Juan	Administrative Assistant III
33.	Manuel F. Onato Memorial High School	Florencio L. Montero	Administrative Assistant III
34.	Marciano Patricio National High School	Chona B. Basinillo	Administrative Assistant III
35.	Mayor Ramon A. Benjamin, Sr. Memorial High School	Mary Grace S. Bajon	Administrative Assistant III
36.	Panitan National High School	Janet D. Mallillin	Administrative Assistant III
37.	Pontevedra National High School	Sheryl C. Villamor	Administrative Assistant III
38.	Putian National High School	Dexter O. Fantilaga	Administrative Assistant II



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39.	San Nicolas National High School, Pilar	Faith J. Manguardia	Administrative Assistant III
40.	San Nicolas National High School, Tapaz	Raidez G. Lacro	Administrative Assistant III
41.	Sapian National High School	Sarah Mae P. Pelaez	Administrative Assistant II
42.	Tapaz National High School	Romelyn G. Martinete	Administrative Assistant III
43.	Tuburan National High School	Melvin Derramas	Administrative Assistant III

**LIST OF RESOURCE PERSONS**

No.	Office	Name	Position/ Designation
1	DepEd Capiz	Cecil Joy D. Diocson	Administrative Officer V - Budget
2	DepEd Capiz	Viene Dee D. Calizo	Administrative Assistant III
3	DepEd Capiz	Marie Joe A. Alaba	Administrative Assistant III
4	DepEd Capiz	Jamie Rose C. Magsila	AA I

**LIST OF FACILITATOR**

	<b>OFFICE</b>	<b>Name</b>	<b>Designation</b>
1	DepEd Capiz	Andy Van Albert C. Artates	Nurse II





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Enclosure No. 2 to DM No. \_\_\_\_\_, s. 2025

**TRAINING-WORKSHOP ON THE PREPARATION AND COLLECTION OF  
FY 2025 1<sup>ST</sup> QUARTER BUDGET REPORTS**  
APRIL 2 - 4, 2025

**PROGRAM OF ACTIVITIES**

DATE / TIME	ACTIVITY	Responsible Person
<b>April 2, 2025 (DAY 1)</b>		
8:00 AM – 09:00 AM	ARRIVAL OF PARTICIPANTS	
09:00 AM – 10:00 AM	Registration	Marie Joe A. Alaba
10:00 AM – 10:30 AM	Opening Program	Andy Van Albert C. Artates
10:30 AM – 11:30 AM	Leveling Of Expectations	Cecil Joy D. Diocson
11:30 AM – 1:00 PM	LUNCH BREAK	
1:00 PM – 2:00 PM	Updates on Various DBM Issuances	Cecil Joy D. Diocson
2:00 PM – 3:00 PM	Flash Report Vs BMS	Jamie Rose C. Magsila
3:00 PM – 4:00 PM	Saros AND SUB-Aros AND PROPER POSTING IN THE BMS	Viene Dee D. Calizo
4:00 PM – 6:00 PM	APSA / MAF	
6:00 PM – 8:00 PM	DINNER	
<b>April 3, 2025 (DAY 2)</b>		
7:00 AM – 8:00 AM	BREAKFAST	
8:00 AM – 8:30 AM	Morning Preliminaries	Bookkeeper Representative
8:30 AM – 9:00 AM	MOL (Management of Learnings)	
9:00 AM – 10:00 AM	Workshop Mechanics	Marie Joe A. Alaba
10:00 AM – 12:00 AM	Workshop 1: Checking of BMS	Resource Persons
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 PM – 6:00 PM	Continuation of Workshop Proper: Checking of BMS	Resource Persons
6:00 PM – 8:00 PM	DINNER	
<b>April 4, 2025 (DAY 3)</b>		
7:00 AM – 8:00 AM	BREAKFAST	
8:00 AM – 8:30 AM	Morning Preliminaries	Bookkeeper Representative
8:30 AM – 12:00 NN	Workshop 2: Encoding of FAR 1 Verification Report	Resource Persons
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Open Forum	
3:00 PM – 4:00 PM	Awarding of Certificates	
4:00 PM - onwards	HOME SWEET HOME	