



Republic of the Philippines
Department of education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

APR 02 2025

OFFICE MEMORANDUM

No. 245 s. 2025

**HOSTING OF REGIONAL FINANCE COORDINATION MEETING CUM WORKSHOP
ON THE PREPARATION OF 1ST QUARTER FINANCIAL REPORTS FOR CY 2025**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Unit and Section Heads
All Others Concerned

1. In reference to the letter from the Office of the Regional Director dated February 13, 2025 relative to the conduct of Regional Finance Division of the Coordination Meeting cum Workshop on the Preparation of the 1st Quarter Financial Reports for CY 2025 this April 14-16, 2025, to be hosted by Division of Sagay City.
2. All Working Committees are requested to attend the meeting at 9:00AM of March 28, 2025, in the Division Conference Room to discuss the plans and programs for the two-day activity to ensure the provision of an organized and cordial hosting to all the Finance personnel of Regional Office and twenty (20) SDOs. Attached is the list of committees.
3. There shall be no discrimination in the implementation of this activity on account of age, school, gender, civil status, disability and religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
4. Expenses related to the conduct of hosting activity will be chargeable against downloaded funds from Regional Office and/or local funds subject to usual accounting and auditing rules and regulations.
5. Widest and immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
OIC- Schools Division Superintendent

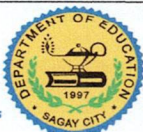
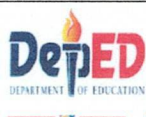


Encl: As stated

Reference: Letter from Office of the Regional Director dated 2/13/2025; SubARO No. RO-6-25-00291

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

Accounting 3/27/2025



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Annex A of DM No. 245 s. 2025

**Committees for Regional Finance Coordination Meeting Cum Workshop on the
Preparation of the 1st Quarter Financial Reports for CY 2025**

EXECUTIVE COMMITTEE	
Chairperson	DANNIE CLARK M. UGUIL, CESE
Co-Chairperson	MARK ANTHONY J. TAN
Members	ALMA M. MIRASOL
	MA. THERESA Q. BINGCANG
	NOE B. ABDON
	JOSIE R. REBUSQUILLO
	MA. LEAH LINDA S. TAN
WORKING COMMITTEES	
STAGE & VENUE PREPARATION	
Chairperson	Josie R. Rebusquillo
Co-Chairperson	Ma. Leah Linda S. Tan
Members	Rema Lyn R. Layco
	Vianka Kassandra R. Sonoy
	Cheryl Mae C. Dumapias
	Dorothy Joyce L. Edaño
	Rene G. Balolot
PROGRAM	
Chairperson	Jecen A. Despi
Co-Chairperson	Princess Harney C. Basa
Member	Junine O. Vistar
TECHNICAL	
Chairperson	Rene G. Balolot
Co-Chairperson	Edlyn H. Manatad
Member	Samdurrell B. Romo
ATTENDANCE, REGISTRATION AND CERTIFICATES	
Chairperson	Nelly Joy B. Langcoy
Co-Chairpersons	Jolly B. Panganiban
Member	John T. Jimenez
DOCUMENTATION	
Chairperson	Junmarl B. Alconga
Co-Chairperson	Rema Lyn R. Layco
Member	Jason Rubrico
FOOD	
Chairperson	Vianka Kassandra R. Sonoy
Co-Chairperson	Jim Carl F. Mansueto
Member	Jomelyn G. Beleganio
MEDICS	
Chairperson	Dominique S. Cheung
Co-Chairperson	Rhizza Faye T. Barcenilla
Members	Rex B. Yangco
	Irish Theresa E. Ubamos
TRANSPORTATION & AFTER-CARE	
Chairperson	Romie J. Osal
Co-Chairperson	Philip Howard B. Malundo
Member	Princess D. Gargar-Peteza