



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



17 Jun 2025

**DIVISION MEMORANDUM**

No. 224, s. 2025

**DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION  
OF FY 2025 SECOND QUARTER FINANCIAL REPORTS**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Public Elementary and Secondary School Heads  
All Others Concerned

1. As part of the responsibility on the fair presentation and reliability of timely financial reports stated in the Government Accounting Manual, the Schools Division Office through the Finance Services will hold the Division Workshop on the Preparation and Consolidation of FY 2025 Second Quarter Financial Reports on **June 27, 2025, 10:30 a.m.** at the **2nd Floor, LCTECC Hall**.
2. The activity aims to:
  - a. Prepare, consolidate and validate financial reports
  - b. Ensure accuracy and timely submission of financial reports to oversight agencies
  - c. Address finance issues/concerns
3. Participants to this activity are the Division Finance Personnel and Senior Bookkeepers of Implementing Units. Concerned personnel are required to bring laptop and extension cord.
4. Matrix of Activity (Annex 1), List of Participants (Annex 2) and Technical Working Group (Annex 3) are attached herewith.
5. For queries and other concerns, you may contact the Accounting Unit at **(042) 421-4161, (042) 421-4162, (042) 421-5137** local 249 or you may email us at **finance.lucena@deped.gov.ph**.
6. Immediate dissemination of this Memorandum is earnestly enjoined.

**For the Schools Division Superintendent**

*Edenia O. Libranda*  
**EDENIA O. LIBRANDA**

**SUSAN DL. ORIBIANA**  
Schools Division Superintendent

OSDS ACT 005 / 06/17/2025  
DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION  
OF FY 2025 SECOND QUARTER FINANCIAL REPORTS

Date: 06/19/25



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City  
Contact Nos.: (042) 421-4161/421-4162/421-5137  
Email Address: lucena.city@deped.gov.ph  
Website: depedlucena.com

**Annex 1****MATRIX OF ACTIVITY**

**TITLE OF ACTIVITY:** **DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FY 2025 SECOND QUARTER FINANCIAL REPORTS**

**DATE OF ACTIVITY:** **JUNE 27, 2025**

<b>TIME</b>	<b>TOPIC / ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
10:00 AM – 10:30 AM	Registration	<b>Mary Eden A. Malacad</b> <i>Administrative Assistant I</i>
10:30 AM – 11:00 AM	OPENING PROGRAM	
	Philippine National Anthem	<b>AVP</b>
	Opening Prayer	<b>Angelo P. Ibañez</b> <i>Administrative Assistant III</i>
	SDO Lucena Hymn	<b>AVP</b>
	DepEd Quality Policy	<b>AVP</b>
	Presentation of Participants	<b>Reinalyn M. Albano</b> <i>Administrative Assistant III</i>
11:00 AM – 11:15 AM	Budget Concerns	<b>Maria Katherine A. Panganiban</b> <i>AOV/Budget Officer III</i>
11:15 AM – 11:30 AM	Accounting Concerns	<b>Rhea A. Gallano-Mojica</b> <i>Accountant III</i>
11:30 AM – 12:00 PM	Open Forum	<b>Maria Katherine A. Panganiban</b> <b>Rhea A. Gallano-Mojica</b>
12:00 PM – 1:00 PM	LUNCH BREAK	
1:00 PM – 2:30 PM	Break-Out Session/ Workshop Proper	<b>Rhea A. Gallano-Mojica</b> <i>Accounting Unit</i>  <b>Maria Katherine A. Panganiban</b> <i>Budget Unit</i>  <b>Senior Bookkeepers</b> <i>Implementing Units</i>
2:30 PM – 4:30 PM	Validation and Review of Financial Reports	<b>Maria Katherine A. Panganiban</b> <b>Rhea A. Gallano-Mojica</b>
4:30 PM – 5:00 PM	AWARDING OF CERTIFICATES and CLOSING PROGRAM	

**Kim Beverly A. Albino**  
Administrative Assistant III  
*Master of Ceremony*

**Annex 2****LIST OF PARTICIPANTS**

**TITLE OF ACTIVITY:** **DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FY 2025 SECOND QUARTER FINANCIAL REPORTS**

**DATE OF ACTIVITY:** **JUNE 27, 2025**

<b>NO.</b>	<b>NAME</b>	<b>SEX</b>	<b>DESIGNATION</b>	<b>OFFICE / SCHOOL</b>
1	RHEA GALLANO-MOJICA	F	Accountant III	OSDS/Accounting
2	MARIA KATHERINE A. PANGANIBAN	F	AOV/ Budget Officer III	OSDS/Budget
3	REINALYN M. ALBANO	F	Admin Assistant III	OSDS/Accounting
4	CREAM ERLYN T. ARONG	F	Admin Assistant III	OSDS/Accounting
5	AILEEN R. NECIO	F	Admin Assistant III	OSDS/Accounting
6	ADRIAN E. CALVENDRA	M	Admin Assistant III	OSDS/Accounting
7	KIM BEVERLY A. ALBINO	F	Admin Assistant III	OSDS/Accounting
8	NESSA GAYLA G. MARTE	F	Admin Assistant II	OSDS/Accounting
9	MARILOU P. MORALINA	F	Admin Assistant II	OSDS/Accounting
10	MIRELLA D. TALABONG	F	Admin Assistant III	OSDS/Budget
11	MARY EDEN A. MALACAD	F	Admin Assistant I	OSDS/Budget
12	KURT BRICKZ A. ALBINO	M	Admin Support Staff	OSDS/Accounting
13	ARLENE S. MACALIBO	F	Senior Bookkeeper	Lucena City NHS
14	RICHARD P. MONTELLANO	M	Senior Bookkeeper	Gulang-Gulang NHS
15	IMELDA E. GUERRERO	F	Senior Bookkeeper	Cotta NHS
16	ANGELO P. IBANEZ	M	Senior Bookkeeper	Lucena Dalahican NHS

### Annex 3

#### TECHNICAL WORKING GROUP

**TITLE OF ACTIVITY:** DIVISION WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FY 2025 SECOND QUARTER FINANCIAL REPORTS

**DATE OF ACTIVITY:** JUNE 27, 2025

Committee	Person/s Responsible
Program and Invitation Committee	Kurt Brickz A. Albino Kim Beverly A. Albino
Registration Committee	Mary Eden A. Malacad
Certificates Committee	Marilou P. Moralina
Physical Arrangement Committee	Adrian E. Calvendra Adrian C. La Rosa
Sound System and Technical Committee	Mirella D. Talabong
Food & Refreshment Committee	Rhea A. Gallano-Mojica Cream Erlyn T. Arong
Evaluation Committee	Aileen R. Necio in coordination with Division M&E
Documentation Committee	Nessa Gayla G. Marte Reinalyn M. Albano
Health and Wellness Committee (If applicable)	NA