



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

21 NOV 2025

DIVISION MEMORANDUM
No. **771**, s. 2025

TRAINING AND NATIONAL ASSESSMENT ON BOOKKEEPING NC II

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of the City of Batac (SDCB), through the Curriculum Implementation Division (CID), in cooperation with Technical Education and Skills Development Authority (TESDA)- Provincial Training Center-Banna, announces the conduct of training and national assessment on Bookkeeping NC II as scheduled below:

No	Activities	Date	Venue
1	Training	December 2-6, 2025 December 9-13, 2025 December 15-19, 2025	SDO Conference Hall
2	National Assessment	December 20-22, 2025 (per batch)	Provincial Training Center-Banna

2. The activity aims to provide participants with practical training in line with TESDA standards and to assess their competencies for national certification. The training will be delivered through a blended learning approach, combining synchronous sessions for real-time instruction and interaction, and asynchronous activities that allow participants to learn at their own pace while reinforcing key concepts and skills.

3. Attached is the list of participants of this activity (see Enclosure 1).

4. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on a holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, or other weather disturbances and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2024 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.

5. This Memorandum shall serve as the Official Authority to Travel of the participants.

6. Immediate dissemination and compliance of this memorandum is desired.



SDCB RECORDS UNIT

2518891

ANSELMO R. ALUDINO
Schools Division Superintendent



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Encl.: None
Reference: None
To be included in the Perpetual Index
Under the following subject:

ASSESSMENT
BOOKKEPPING NC II
TRAINING PROGRAMS

ABG/27_Training on Bookkeeping NC II
5281/November 19, 2025

Enclosure 1: List of Participants

Bookkeeping NC II Training and National Assessment

No	Names	Position	Office Station/School
1	Agcaoili, Flordeliza D.	ADAS III	SDO- HR
2	Ancheta, Madeleine G.	ADA VI	SDO-OSDS
3	Añiñon, Andrew Joel C.	ADAS III	SDO-Accounting
4	Baldonado, Rovijoy R.	ADAS II	CBNHS Payao
5	Bautista, Mikko A.	ADAS III	SDO-OSDS
6	Blancaflor, Shieldda Mae T.	ADAS II	CBNHS Poblacion
7	Bonifacio, Gideon	ADAS III	SDO-HR
8	Cabuntasan, Evelyn G.	ADAS II	Batac NHS
9	Cacatian, Claire Jasmin P.	AO II	SDO-Budget/PQ Pimentel ES
10	Calautit, Erika Mae	ADAS II	HVMES
11	Callorina, Leonelda A.	ADAS III	CAMES
12	Domingo, Charlene	ADAS II	MMMES
13	Domingo, Mark Lester	ADA VI	SDO-AMU
14	Galasinao, Kristine Joy	ADAS III	SDO-Records
15	Gudoy, Mark Lester	AO II	Baoa ES
16	Lopez, Pauline Joyce F.	ADAS 1	SDO- BAC
17	Malubay, Charlene Christelle	ADAS II	FEMSHS
18	Paino, Myla Nikka D.	ADAS II	CMVNHS
19	Paraoan, Genedyn T.	ADAS II	CAMES
20	Pascua, Rich Sheena Mae M.	AO II	MMMES
21	Penera, Jodhel L.	AO II	CUMAPIT ES/Biningan ES
22	Perdido, Joycelyn P.	EPS/OIC	SDO-CID/Quiling ES
23	Pijera, Kristel Faye D.	ADA VI	SDO-Cash
24	Quisquis, Vanessa Rose C.	ADA VI	SDO-Records
25	Rodrigo, Renalyn A.	AO II	Maipalig-Quiom ES
26	Ruadap, Jhen Abigail D.	ADAS III	SDO-OSDS
27	Sangalang, Ma. Cecilia A.	ADAS II	Batac NHS
28	Sonico, Maricel N.	AO II	SDO-CID/Magnuang ES
29	Tolentino, Aileen T.	ADAS II	SDO-Accounting
30	Vicente, Donald	ADAS II	GARSHS