



Republic of the Philippines
Department of Education
REGION IV - A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

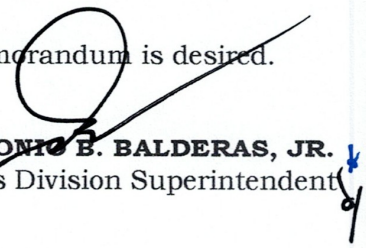
10 September 2026

DIVISION MEMORANDUM
No. 601 s. 2026

**ON-BOARDING PROGRAM FOR NEWLY HIRED ADMINISTRATIVE OFFICERS II
ON ACCOUNTING SERVICES, POLICIES AND PROCEDURES**

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

1. In reference to the On-Boarding Program for Newly Hired Personnel of the Accounting Services, the newly hired Administrative Officers II are requested to attend the onboarding activity on **September 14, 2026**, at **1:00 p.m.**, at **the Accounting Services Unit**, 5th Floor, Buenaventura Alandy National High School.
2. The activity aims to familiarize newly hired personnel with the accounting rules and regulations particularly those related to financial reporting, accounting procedures, disbursement transactions, submission of financial documents, and other accounting-related transactions
3. As part of the onboarding activity, the newly hired personnel shall be oriented in proper processing, recording, review, and monitoring of financial transactions, as well as compliance with applicable accounting, auditing rules and regulations.
4. The of list of participants as Enclosure 1 as an integral part of this memorandum.
5. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

ON-BOARDING

OSDS – on-boarding program for newly hired administrative officers ii on accounting services, policies and procedures
ACCE1OPK-001716/September 10, 2026



Address: Brgy. PotoI, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

Enclosure 1

List of Participants

No.	Name	Office/School
1	Krizza Vedette S. Alba	Masin Elementary School
2	Neil Elaine P. Arriola	Lawigue Elementary School
3	Nathaniel R. Lapuz	Eugenio Francia Integrated School
4	John Kevin R. Villa	Valencia Elementary School
5	Gil R. Mendoza JR.	Luis Palad Integrated National High School
6	Kirk Gourby Z. Causapin	North Palale Elementary School
7	Ian Neric O. Ilao	West Palale Elementary School
8	Edenel A. Abejar	Malaoa - Calantas Elementary School
9	Pietro Paolo S. Pagana	Pandakake Integrated School