



REGIONAL SPECIAL ORDER

No. 396 *reg*
Series of 2022

DEC 02 2022

SUBJECT: CONDUCT OF PRE-RECONCILIATION WORKSHOP FOR FY 2022

In the interest of the service and to ensure compliance with the accounting, budgeting and auditing rules and regulations, the conduct of Pre-Reconciliation Workshop of MIMAROPA finance personnel is hereby authorized to be held on December 5-7, 2022 at Hotel Lucky China Town, Binondo, Manila.

The following personnel are authorized to attend the aforesaid activity:

NAME	DESIGNATION
Regional Office	
1.Ruby C. Bautista	Chief, Finance Division
2.Nazar Norman S. Cortuna	Chief, Accounting Section
3.Loreta G. Manzano	Chief, Budget Section
4.Marilyn P. Antonio	Budget Officer II
5.Nikka Leah Recayo	Budget Officer I
6.Jennelyn A. Tamayo	Accounting Analyst
PENRO Marinduque	
7. Lorelyn P. Saet	Accountant III
8.Anidel M. Feliciano	Budget Officer II
9.Nonita M. Osicos	Accounting Aide
10.Ericka L. Macunat	Budget Aide
PENRO Occidental Mindoro	
11.Donebelle S. Mesina	Accountant III
12.Josephine S. Tañada	Budget Officer II
13.Shirley Rose B. Mongaya	Accounting Aide
14.Ederlina F. Honrado	Budget Aide
PENRO Oriental Mindoro	
15.Maricel V. Supleo	Chief, MSD
16.Marites B. Landicho	Budget Officer II
17.Nesiree A. Salazar	Accounting Aide
18.Rosamia J. Sanchez	Budget Aide
PENRO Palawan	
19.Cathy R. Flores	OIC, Accounting Unit/Accountant I
20.Angel Abadines	Administrative Assistant
21.Reina Kezia B. Quidpuan	Accounting Aide
22.Marichu O. Guinto	Budget Aide
PENRO Romblon	
23.Florence Grace F. Domingo	Accountant III
24.Lizly Faye E. Contaoi	Accounting/Budget Assistant
Secretariat	
25. Francheska Joanne C. Lim	Administrative Assistant
26. Levy V. Gonzales	Budget Data Management Assistant

Participants are advised to make ready their presentations of Issues and Concerns re: Financial Accountability Reports and Financial Statements. Likewise, each PENRO should prepare their updated Agency Action Plan and Status of Implementation for Management letter and Consolidated Annual Audited Report (current year and prior years) and to reconcile Notice of Transfer of Allocation. Also, Budget Staffs are required to bring their laptops for the preparation of Financial Accountability Reports as of November 30, 2022 to finalize required documents for Collective Negotiation Agreement Incentive (CNA) and to reconcile Sub-Allotment Advice (SAA) releases.

Expenses to be incurred during the conduct of the event such as meals and accommodation shall be will be charge to Regional Office, likewise actual traveling expense, per diem and other incidental expenses shall be charged against their respective office funds subject to usual Accounting and Auditing rules and regulations.

This Order takes effect on the date specified herein.



LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director



Department of Environment
and Natural Resources
MIMAROPA Region



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