



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 11, 2025

DIVISION MEMORANDUM
No. 480, s. 2025

**ANNUAL CAPACITY BUILDING OF NON-IMPLEMENTING UNIT (Non-IU)
SCHOOLS' FINANCIAL STAFF**

To: **Public Schools District Supervisors**
School Heads of Public Elementary, Secondary and Integrated Non-IU Schools
Financial Staff of Public Elementary, Secondary and Integrated Non-IU Schools

1. The Schools Division of Aklan will conduct the **Annual Capacity Building for the Non-IU Schools' Financial Staff** on September 17-19, 2025, at Ati-Atihan Festival Hotel, XIX Martyr's Street, Kalibo, Aklan.
2. The activity aims to:
 - a. enhance the competencies of financial staff in Non-IU schools by providing updates on the latest government financial guidelines to ensure accurate and timely liquidation reports; and
 - b. discuss topics relevant to school operations and financial management.
3. The participants to this activity are the following:
 - a. Selected Division Office personnel;
 - b. Administrative Assistants (ADAs) III and Administrative Assistants (ADAs) II from public elementary, secondary, and integrated Non-IU schools; and
 - c. Selected Administrative Officers II (AO II) from Non-IU schools.
4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion, or any similar factors or personal circumstances that would run counter to the principles of equal opportunity.
5. All participants are expected to strictly observe health and safety protocol throughout the duration of the activity.
6. Expenses relative to the conduct of this activity shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
7. Attached is the matrix of activities for reference.
8. Immediate and wide dissemination of this memorandum is desired.

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent *af*

Enclosure: As stated
Reference: None

To be included in the Perpetual Index
under the following subjects:

REPORTS
SEMINAR
TRAINING

MAJ/ARLN/FDM/MTB



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ANNUAL CAPACITY BUILDING OF NON-IMPLEMENTING UNIT (Non-IU) SCHOOLS' FINANCIAL STAFF
MATRIX OF ACTIVITIES
September 17-19, 2025

| Day 1 – Sept 17 Wednesday | MORNING SESSION | Day 2 – Sept 18 Thursday | MORNING SESSION | Day 3 – Sept 19 Friday | MORNING SESSION |
|------------------------------|---|-----------------------------|--|---------------------------|---|
| 7:30 – 8:30 AM | Registration/Arrival of Participants | 8:00 – 8:30 AM | Preliminaries | 8:00 – 8:30 AM | Preliminaries |
| 8:30 – 9:00 AM | Opening Program Anthea Chrizyll S. Tonel – AO II | 8:30 – 10:00 AM | Accounting Concerns Books of Accounts and Monthly Financial Reports of Non-IU Schools Mark N. Gallardo – ADAs III | 8:30 – 10:00 AM | Management of Learning Rhodora T. De Guzman - AO II Jhinkie Jane B. Rodillas – AO II Mark N. Gallardo - ADAs III |
| 9:00 – 9:15 AM | Overview and Objectives Marissa A. Jizmundo – Acct III | | | | |
| 9:15 – 10:00 AM | Personnel Unit Concerns Organizational Structure of DepEd Aklan Personnel Benefits/Other Personnel Matters Marlyn T. Bereber – AO IV | | | | |
| 10:00 – 10:15 AM | Health Break | 10:00 – 10:15 AM | Health Break | 10:00 – 10:15 AM | Health Break |
| 10:15 – 11:15 AM | -Continuation- Personnel Unit Concerns Marlyn T. Bereber – AO IV | 10:15 – 12:00 NN | -Continuation- Accounting Concerns Books of Accounts and Monthly Financial Reports of Non-IU Schools Mark N. Gallardo – ADAs III | 10:15 – 12:00 NN | Accounting Concerns Common Errors on the Liquidation of School MOOE Other Reminders Helen G. Fabillano – ADAs III Camilo N. Garces – ADAs III Gecille D. Padrones – ADAs III |
| 11:15 – 12:00 NN | Budget Concerns CY 2026 Monthly Disbursement Program (MDP) – BED 3 Geovelyn D. Isedenia- AO II | | | | |
| 12:00 – 1:00 PM | Lunch Break | 12:00 – 1:00 PM | Lunch Break | 12:00 – 1:00 PM | Lunch Break |
| | AFTERNOON SESSION | | AFTERNOON SESSION | | AFTERNOON SESSION |
| 1:00 – 1:30 P.M. | Afternoon Preliminaries | 1:00 – 1:30 P.M. | Afternoon Preliminaries | 1:00 – 1:30 P.M. | Afternoon Preliminaries |
| 1:30 – 3:00 PM | Guidelines on Utilization, Disbursement, and Liquidation of School MOOE Marissa A. Jizmundo – Acct III | 1:30 – 3:00 PM | Accounting Concerns Documentary Requirements for Liquidation of School MOOE Rhodora T. De Guzman - AO II Gecille D. Padrones – ADAs III | 1:30 – 3:00 PM | Workshop/Open Forum |
| 3:00 – 3:15 PM | Health Break | 3:00 – 3:15 PM | Health Break | 3:00 – 3:15 PM | Health Break |
| 3:15 – 5:00 PM | Cash Unit Concerns Preparation of monthly Report of Accountability for Accountable Forms (RAAF) Maintenance of Check Disbursements Record (CDRec) Bank Transaction Concerns Feby D. Moleta – AO IV Jhinkie Jane B. Rodillas – AO II | 3:15 – 5:00 PM | -Continuation- Accounting Concerns Documentary Requirements for Liquidation of School MOOE Rhodora T. De Guzman - AO II Gecille D. Padrones – ADAs III | 3:15 – 4:30 PM | Closing Program Anthea Chrizyll S. Tonel – AO II Jhinkie Jane B. Rodillas – AO II |

| TRAINING FACILITATORS | | | |
|--------------------------|----------|----------------------|----------|
| Anthea Chrizyll S. Tonel | AO II | Rochelle D. Arandela | ADAs III |
| Bernadette I. Dailisan | AO II | Maricelle R. Nanit | ADAs III |
| Marlyn B. Candelario | ADAs III | Niña I. Hungayo | ADAs III |
| Adora T. Patron | ADAs III | Philrose C. Solanoy | ADAs II |

| RESOURCE PERSONS | |
|--------------------------|-------------------|
| Marlyn T. Bereber | AO IV (Personnel) |
| Feby D. Moleta | AO IV (Cash) |
| Geovelyn D. Isedenia | AO II |
| Rhodora T. de Guzman | AO II |
| Jhinkie Jane B. Rodillas | AO II |
| Helen G. Fabillano | ADAs III |
| Gecille D. Padrones | ADAs III |
| Camilo N. Garces | ADAs III |
| Mark N. Gallardo | ADAs III |

Prepared by:


MARISSA A. JIZMUNDO
 Accountant III

Reviewed by:


LEILA L. PAMATIAN
 Senior Education Program Specialist
 Human Resource Development

Approved by:


FELICIANO C. BUENAFE JR. CESO VI
 Schools Division Superintendent