



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

December 03, 2025

DIVISION MEMORANDUM
No. 690 s. 2025

4th QUARTER FINANCE COORDINATION MEETING WITH SCHOOL HEADS AND FINANCIAL STAFF (Accountants, AO II, ADAs III and ADAs II) OF ELEMENTARY, SECONDARY AND INTEGRATED SCHOOLS

To: **Assistant Schools Division Superintendent
Chief Education Supervisor-CID
Public Schools District Supervisors/
Principals/Head Teacher In-Charge of the District
School Heads of Public Elementary,
Secondary and Integrated Schools
Financial Staff of Public Elementary,
Secondary and Integrated Schools**

1. This office will conduct the 4th Quarter Finance Coordination Meeting with School Heads and Financial Staff (Accountants, AO II, ADAs III and ADAs II) of all Public Elementary, Secondary, and Integrated Schools on December 09, 2025, from 9:00 AM to 12:00 NN through MS Teams. The meeting link will be sent to the participants prior to the scheduled time. This activity will be hosted by the Banga District Financial Staff.
2. Participants for this meeting include Public Schools District Supervisors, School Heads, Financial Staff of all Public Elementary, Secondary, and Integrated Schools, and personnel from the Accounting, Budget, and Cash Units.
3. The meeting aims to provide updates and address concerns from the following units:
 - Personnel Unit
 - Cash Unit
 - Budget Unit
 - Accounting Unit
4. Immediate and wide dissemination of this Memorandum is hereby requested.

FELICIANO C. BUENAFE JR. CESO VI,
Schools Division Superintendent

MAJ/ARLN/FDM/MTB



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph