



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

March 12, 2026

DIVISION MEMORANDUM
No. 169 s. 2026

**1st 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 1st 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 March 17, 2026, 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 Lezo 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.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor
School Governance and Operations Division
In-charge of the Division

MAJ/ARLN/FDM/MTB



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