



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

May 11, 2026

**DIVISION MEMORANDUM**

No. 263, s. 2026

**SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL  
ACCOUNTABILITY REPORTS WITH THE IMPLEMENTING UNIT (IU) SCHOOLS**

**To: Public Schools District Supervisors/Principals/Head Teacher-In-Charge of the  
Districts  
School Heads of Secondary Implementing Unit Schools (IU-Schools)  
Finance Staff/Accountants/Bookkeepers and Disbursing Officer of Secondary IU-  
Schools**

1. The Schools Division of Aklan will be conducting a three (3) day Semi-Annual Workshop on the Preparation of Financial Accountability Reports with the Implementing Unit Schools on **May 13 - 15, 2026** at Ati-atihan Festival Hotel, XIX Martyr's Street, Kalibo, Aklan.
2. This activity aims to:
  - a. address the gaps identified in the submission of reports; and
  - b. to discuss topics relative to the operations of school.
3. The participants of this activity are the following:
  - a. Selected Division Office and field personnel,
  - b. Accountants, Bookkeepers/Designated Bookkeepers and Disbursing Officers of forty-six (46) Implementing Unit Schools (2 representatives per school). Attendance is a **must**.
4. Each participant (one per school) must bring the following:
  - a. a laptop,
  - b. extension cord, and
  - c. pocket wifi.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, school, religion, civil status, disability or other similar factors and/or personal circumstances that run counter to the principles of equal opportunity.
6. Proper health and safety protocols shall be strictly observed during the conduct of this activity.
7. Expenses incurred by the participants relative to the conduct of this activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
8. Attached is the Matrix of Activities for reference.
9. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**RAMON D. PARAS JR., EdD.**

Assistant Schools Division Superintendent  
In-charge of the Division

/MAJ/ARLN



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Republic of the Philippines  
 Department of Education  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF AKLAN**  
 Pob., Numancia, Aklan


**SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS WITH THE IMPLEMENTING UNIT (IU) SCHOOLS**  
**Ati-atihan Festival Hotel (XIX Martyr's Street, Kalibo, Aklan)**  
**May 13 - 15, 2026**


**Training Matrix**

| DAY 1 - May 13 (Wednesday) |   | DAY 2 - May 14 (Thursday) |   | DAY 3 - May 15 (Friday) |   |
|----------------------------|---|---------------------------|---|-------------------------|---|
| Morning Session            |   | Morning Session           |   | Morning Session         |   |
| 8:00 - 8:30 AM             | Registration/Arrival of Participants  | 8:00 - 8:30 AM            | Opening Program   | 8:00 - 8:30 AM          | Opening Program   |
| 8:31 - 9:00 AM             | Opening Program   | 8:31 - 10:30 AM           | <b>New Government Procurement Act (RA 12009)</b><br>MR. RICHARD R. RELATIVO<br>(AO-IV - Procurement Officer)  | 8:31 - 10:30 AM         | <b>Pag-Ibig and Philhealth Remittances</b><br>MR. ROWEL MACALI - (PDO I)                |
| 9:01 - 9:15 AM             | <b>Overview and Objectives</b><br>MR. RETZ DALE M. CAWALING (ADAS I)  |                           |   |                         | <b>WeAccess and e-MDS / Cash Unit Concerns</b><br>MRS. FEBY D. MOLETA - (AO IV-Cashier) |
| 9:16 - 10:45 AM            | <b>Special Budget Request/Budget Unit Concerns</b><br>MRS. ANN RAYSHELLE L. NADUA (AO V-Budget)   |                           |   |                         | <b>GSIS Remittances</b><br>MRS. RONELYN M. SUMAJIT - (AO II)                            |
| 10:46 - 11:00 AM           | Health Break  | 10:31 - 10:45 AM          | Health Break  | 10:31 - 10:45 AM        | Health Break  |
| 11:01 - 12:00 NN           | <b>Financial Accountability Reports 1, 1A and 1B</b><br>MRS. GEOVELYN D. ISEDENIA (AO II)   | 10:46 - 12:00 NN          | <b>Admin Concerns</b><br>MRS. MARLYN T. BEREBER - (AO IV-Admin)   | 10:46 - 12:00 NN        | Workshop Proper   |
| 12:01 - 1:00 PM            | Lunch Break   | 12:01 - 1:00 PM           | Lunch Break   | 12:01 - 1:00 PM         | Lunch Break   |
| Afternoon Session          |   | Afternoon Session         |   | Afternoon Session       |   |
| 1:01 - 1:30 PM             | Afternoon Preliminaries   | 1:01 - 1:30 PM            | Afternoon Preliminaries   | 1:01 - 1:30 PM          | Afternoon Preliminaries   |
| 1:31 - 3:00 PM             | <b>Supply Unit Concerns</b><br>KENETH G. IGLESIAS (AO IV-Supply)<br>MR. JOHN MELVIN E. REYNADO (ADAS III)<br>MS. FRANSELLE ANNE MACAVINTA (ADA I) | 1:31 - 5:00 PM            | <b>Accounting Unit Concerns</b><br>MRS. MARISSA A. JIZMUNDO - (Acct III)<br>MR. CAMILO N. GARCES - (ADAS III)<br>MR. MARK N. GALLARDO (ADAS III)<br>MS. HELEN G. FABILLANO (ADAS III) | 1:31 - 2:30 PM          | Continuation of Workshop  |
| 3:01 - 3:15 PM             | Health Break  |                           |   | 2:31 - 3:30 PM          | Submission of Output  |
| 3:16 - 5:00 PM             | <b>Budget Monitoring System / Flash Report</b><br>MR. LEO JAN M. FULGENCIO - (ADAS III)   |                           |   | 3:31 - 5:00 PM          | Closing Program   |
| End of Day 1               |   | End of Day 2              |   | End of Training         |   |

FACILITATORS: MR. RETZ DALE M. CAWALING (ADAS I); MS. REAH S. MASULA (JO);  
 HOSTS: MR. LEO JAN M. FULGENCIO (AO II) / CHARISSA S. OQUENDO (AO II)

Prepared by:

  
**ANN RAYSHELLE L. NADUA**  
 Administrative Officer V  
 (Budget Officer III)

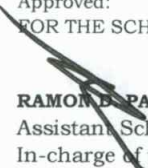
  
**MARISSA A. JIZMUNDO**  
 Accountant III

Reviewed by:

  
**LEILA L. PAMATIAN**  
 Senior Education Program Specialist  
 Human Resource Development

Approved:

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**RAMON B. PARAS JR. EdD**  
 Assistant Schools Division Superintendent  
 In-charge of the Division