



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

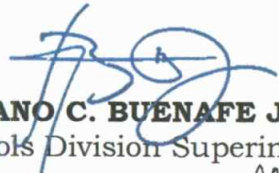
September 14, 2026

DIVISION MEMORANDUM
No. 531 s. 2026

3rd QUARTER FINANCE COORDINATION MEETING WITH SCHOOL HEADS AND FINANCIAL STAFF (ACCOUNTANTS, ADMINISTRATIVE OFFICERS II, ADMINISTRATIVE ASSISTANTS III and ADMINISTRATIVE ASSISTANTS II) OF PUBLIC ELEMENTARY, SECONDARY AND INTEGRATED SCHOOLS

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
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 3rd 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 September 17, 2026, from 9:00 AM to 12:00 NN via MS Teams. The meeting link will be sent to the participants prior to the scheduled time. This activity will be hosted by the Altavas District Financial Staff.
2. Participants in 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, discuss relevant finance-related matters, 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 V
Schools Division Superintendent

MAJ/ARLN/FDM/MTB



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