



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

October 23, 2026

DIVISION MEMORANDUM
No. 642, s. 2026

**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 of Non-IU Schools' Financial Staff** on October 27-29, 2026, 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 current government accounting, budgeting, auditing, and financial management policies and guidelines;
 - b. discuss relevant topics and emerging issues affecting school operations and financial management.
3. The participants to this activity are the following:
 - a. selected Division Office personnel;
 - b. identified financial staff from each district.
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. Expenses relative to the conduct of this activity shall be charged against local funds, while travel expenses of school personnel shall be charged against School MOOE, subject to the usual accounting and auditing rules and regulations.
6. Attached is the Matrix of Activities for reference.
7. Immediate dissemination of and strict compliance with this memorandum is desired.


FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

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
October 27-29, 2026

Day 1 – October 27 Tuesday	MORNING SESSION	Day 2 – October 28 Wednesday	MORNING SESSION	Day 3 – October 29 Thursday	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 T. Soriano – AO II	8:30 – 10:00 AM	Budget Unit Concerns Preparation of Monthly Disbursement Program (BED 3) Preparation of Annual Implementation Plan (AIP) Ann Rayshelle L. Nadua – AO V (Budget Officer III)	8:30 – 9:30 AM	Management of Learning Rhodora T. De Guzman - AO II Jhinkie Jane B. Rodillas – AO II Mark N. Gallardo - ADAs III
9:00 - 9:30 AM	Statement of Objectives/Activity Matrix Marissa A. Jizmundo – Acct III			9:30 – 10:00 AM	Accounting Concerns Books of Accounts of Non-IU Schools Mark N. Gallardo – ADAs III
9:30 – 10:00 AM	Personnel Unit Concerns Organizational Structure of DepEd Aklan/ Updates on Civil Service Rules and Regulations/Employee Welfare and Benefits 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 – 12:00 NN	-continuation- Personnel Unit Concerns Marlyn T. Bereber – AO IV	10:15 – 10:45 AM	-continuation- Budget Unit Concerns Ann Rayshelle L. Nadua – AO V (Budget Officer III)	10:15 – 10:45 NN	-continuation- Accounting Concerns Books of Accounts of Non-IU Schools Mark N. Gallardo – ADAs III
		10:45 – 12:00 NN	Accounting Concerns Guidelines on Utilization, Disbursement, and Liquidation of School MOOE Marissa A. Jizmundo – Acct III	10:45 – 12:00 NN	Accounting Concerns Monthly Bank Reconciliation Statements (MBRS) Philrose C. Solanoy – ADAs 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	Property and Supply Management Concerns Inventory Process Disposal of Government Property Jhon Melvin E. Reynado – ADAs III Franselle Anne D. Macavinta – ADA I	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	Accounting Concerns Common Errors on the Liquidation of School MOOE/ Travel Claims/ Other Reminders Helen G. Fabillano – ADAs III Camilo N. Garces – ADAs III
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) 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		
Day 1	Maricelle R. Nanit	ADAs III
	Adora T. Patron	ADAs III
	Rochelle D. Arandela	ADAs III
	Anthea Chrizyll T. Soriano	AO II
Day 2	Marlyn B. Candelario	ADAs III
	Bernadette I. Dailisan	AO II
	Laizzah Jane M. Fulgencio	ADA VI
	Retz Dale M. Cawaling	ADAs II
Day 3	Niña I. Hungayo	ADAs III
	Sarah Rhyss M. Bellena	ADA VI
	Joan Kristin V. Ijeda	ADAs II
	Cindy B. Panganiban	AO II

RESOURCE PERSONS	
Marissa A. Jizmundo	Accountant III
Ann Rayshelle L. Nadua	AO V (Budget Officer III)
Marlyn T. Bereber	AO IV (Personnel)
Feby D. Moleta	AO IV (Cash)
Jhon Melvin E. Reynado	ADAs III
Franselle Anne D. Macavinta	ADA I
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
Philrose C. Solanoy	ADAs II