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

November 05, 2026

DIVISION MEMORANDUM
No. 677 s. 2026

4th 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-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 November 06, 2026, from 9:00 AM to 12:00 NN via MS Teams. This activity will be hosted by the Madalag 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.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

ROLAND F. DEMOCRITO
Administrative Officer V
In-charge of the Division

MAJ/ARLN/FDM/MTB

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