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

November 11, 2026

DIVISION MEMORANDUM
No. 707, s. 2026

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

TO: Public Schools District Supervisors
School Heads of Secondary Implementing Unit Schools (IU-Schools)
Accountants/Bookkeepers/Designated Bookkeepers 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 **November 16 – 17 and 19, 2026** at Ati-atihan Festival Hotel, XIX Martyr's Street, Kalibo, Aklan.

2. This activity aims to ensure timely and accurate preparation and submission of the FY 2027 Budget Execution Documents (BEDs) No. 1 and No. 3 in the DBM's Unified Reporting System (URS) and Google AppSheet.

3. The participants of this activity are the following:
   a. Selected Division Office and field personnel,
   b. Accountants, Bookkeepers/Designated Bookkeepers of forty-six (46) Implementing Unit Schools (1 representatives per school). Attendance is a **MUST**

4. Each participant (one per school) must bring the following:
   a. a laptop,
   b. extension cord,
   c. portable internet device, and
   d. FY 2027 Annual Implementation Plan of the school per PAP (softcopy).

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:

MICHAEL T. RAPIZ
Chief Education Supervisor
Schools Governance and Operations Division
In-charge of the Division

Encl. : as stated
Reference : as stated

To be indicated in the Perpetual Index
Under the following subjects:

TRAINING REPORTS
RULES AND REGULATION WORKSHOP

/MAJ/FDM/ARLN

Poblacion, Numancia, Aklan
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Enclosure to DivMemo No. 707 s. 2026

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)
November 16-17 and 19, 2026

Training Matrix

DAY 1 - November 16 (Monday)		**DAY 2 - November 17 (Tuesday)**		**DAY 3 - November 19 (Thursday)**	
		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 - 12:00 NN	Continuation of Workshop	8:31 - 10:00 AM	Disconnect to Reconnect MR. DARREN N. NAELGAS (Education Program Supervisor - AP)
9:01 - 9:15 AM	Overview and Objectives MRS. ANN RAYSHELLE L. NADUA (AO V-Budget)			10:01- 10:15 AM	Health Break
9:16 - 12:00 AM	Workshop Proper			10:16 - 12:00 NN	(Continuation) Disconnect to Reconnect MR. DARREN N. NAELGAS (Education Program Supervisor - AP)
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 - 5:00 PM	Continuation of Workshop	1:31 - 5:00 PM	Continuation of Workshop	1:31 - 2:00 PM	(Continuation) Disconnect to Reconnect MR. DARREN N. NAELGAS (Education Program Supervisor - AP)
				2:01 - 2:15 PM	Health Break
				2:16 - 3:30 PM	Submission of Output
				3:31 - 5:00 PM	Closing Program
	End of Day 1		End of Day 2		End of Training

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:

MICHAEL T. RAPIZ
Chief Education Supervisor
Schools Governance and Operations Division
In-charge of the Division

Enclosure to DivMemo No. 707 s. 2026

HOST: MRS. CHARISSA S. OQUENDO (AO II)

TRAINING FACILITATORS:

MRS. GEOVELYN D. ISEDENIA (AO II)
MRS. JHINKIE JANE B. RODILLAS (AO II)
MS. HELEN G. FABILLANO (ADAS III)
MR. MARK N. GALLARDO (ADAS III)
MR. CAMILO N. GARCES (ADAS III)
MR. RETZ DALE CAWALING (ADAS I)
MS. LAIZZAH JANE M. FULGENCIO (ADA VI)
MS. REAH S. MASULA (JO)
MR. KURT JULS IGMA (OJT)

RESOURCE PERSONS:

MR. DARREN N. NAELGAS
MRS. MARISSA A. JIZMUNDO
MRS. ANN RAYSHELLE L. NADUA
MRS. FEBY D. MOLETA