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

November 27, 2026

DIVISION MEMORANDUM
No.**760**, s. 2026

AMENDMENT TO THE PAYMENT DOCUMENTATION REQUIREMENTS UNDER AKELCO'S FLEXIBLE PAYMENT ARRANGEMENT FOR DECEMBER 2026 ELECTRICITY BILLINGS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/Principals-in-Charge of the District
School Heads and Financial Staff of Public Elementary, Secondary, and Integrated Schools

1. Reference is made to Division Memorandum No. 754, s. 2026, entitled **"Dissemination of AKELCO'S Flexible Payment Arrangement for December 2026 Electricity Billings."**

2. Attached is a supplemental communication from the **Aklan Electric Cooperative, Inc. (AKELCO)** dated November 27, 2026, amending certain payment documentation and remittance procedures under the flexible payment arrangement for the December 2026 electricity billings of public schools.

3. Pursuant thereto, schools are hereby advised that **AKELCO shall issue an Official Receipt (OR), instead of an Acknowledgement Receipt (AR), for every partial payment received under the arrangement, reflecting the exact amount paid. A separate Official Receipt shall likewise be issued upon full settlement of the remaining balance.**

4. Schools intending to avail of the flexible payment arrangement are further advised that **partial payments must be remitted directly to the AKELCO Main Office or the nearest AKELCO Area Office to ensure the proper and immediate issuance of Official Receipts. Payments through third-party payment centers shall not be accepted for partial settlements under the said arrangement.**

5. Schools are reminded that the fifty percent (50%) partial payment requirement prescribed by AKELCO is merely the minimum amount necessary to avail of the flexible payment arrangement. Whenever funds are

available, schools are encouraged to remit an amount higher than the required minimum, taking into consideration their historical electricity costs based on previous months' consumption and billing patterns, in order to minimize outstanding obligations, facilitate year-end financial management, and reduce the amount that will remain payable upon issuance of the January 2027 billing.

6. Schools availing of the flexible payment arrangement shall ensure that the **Official Receipt (OR)** issued by AKELCO for each partial payment is attached to the liquidation documents and other supporting papers as proof of payment and as basis for establishing and monitoring the remaining payable balance until fully settled.

7. All other terms and conditions stated in AKELCO's earlier communication, including the minimum **fifty percent (50%) partial payment requirement** and the **waiver of the two percent (2%) Late Payment Fee (LPF)** upon full settlement on or before receipt of the January 2027 electricity billing, shall remain valid and in full force.

8. Immediate dissemination of and compliance with this Memorandum is desired.

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Enclosure: Letter of AKELCO dated November 27, 2026
To be indicated in the Perpetual Index under the following subjects:

EXPENSES **POLICY** **SCHOOLS**

MAJ/ARLN

Enclosure to Division Memorandum No. **760**, s. 2026

AKLAN ELECTRIC COOPERATIVE, INC.

AKELCO

ACCOUNTING UNIT
RECEIVED
27 NOV 2026
Date/Time

27 November 2026

FELICIANO C. BUENAFE, JR.
CESO VI
Schools Division Superintendent
Department of Education (DepEd)
Schools Division of Aklan
Poblacion, Numancia, Aklan

SUBJECT: AMENDMENT ON PAYMENT DOCUMENTATION FOR THE FLEXIBLE PAYMENT ARRANGEMENT (DECEMBER 2026 ELECTRICITY BILLINGS)

Dear Sir:

Cooperative Greetings!

This serves as a supplemental communication to our previous letter dated 25 November 2026 regarding the flexible payment arrangement extended by the Aklan Electric Cooperative, Inc. (AKELCO) for the December 2026 electricity billings of public schools within the Province of Aklan.

Please be advised of the following amendments regarding payment documentation and remittance procedures:

Issuance of Official Receipt (OR): Instead of an Acknowledgment Receipt, an Official Receipt (OR) shall be issued by the Cooperative for every partial payment received under this arrangement, duly reflecting the exact amount paid. A separate Official Receipt shall likewise be issued upon full settlement of the remaining balance.

Authorized Payment Counters: To ensure the proper and immediate issuance of Official Receipts, all partial payments must be remitted directly at the AKELCO Main Office or at your nearest AKELCO Area Office (third-party payment centers are excluded for partial settlements).

All other terms and conditions stated in our original letter including the minimum fifty percent (50%) partial payment requirement and the waiver of the two percent (2%) Late Payment Fee (LPF) upon full settlement on or before the receipt of the January 2027 electricity billing remain valid and in full force.

Thank you for your continued cooperation and support.

Very truly yours,

ARIEL B. GEPTY, ESQ.
General Manager

cc: MARISSA A. JIZMUNDO
Accountant II
Department of Education (DepEd)

Mayor Saturnino G. Fernandez Compound
Poblacion, Lezo, Aklan

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