



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Reyes Street, Kalibo, Aklan



October 24, 2019

To: Secondary School Heads (IU Schools)
Accountants/Bookkeepers (IU Schools)

Dear Sirs/Mesdames:

Please be informed of the one day year-end workshop on the CY 2019 Financial Reports to be conducted on November 6, 2019 at the Ati-Atihan Festival Hotel at 8:00 o'clock in the morning.

This will be attended by the accountants/bookkeepers. The participants are required to bring laptop, extension cord. Likewise, please bring with you the following:

1. Hard copies of FARs as of September 30, 2019
2. Status and Aging of Cash Advances Granted and Liquidated from January to September, 2019
3. General Ledger
4. Report of Checks Issued (RCI) and Report of Advice to Debit Account Issued (RADAI)
5. Enhanced Financial Reporting System installed in your laptop (with encoded January to September, 2019 transactions)

Lunch and snacks will be provided chargeable against the Division MOOE while traveling expenses are chargeable against school MOOE.

For your information and compliance.

Very truly yours,


MIGUEL MAC/D. APOSIN, EdD, CESO V
Schools Division Superintendent 

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No. 159, s. 2019

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