



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

November 2, 2022

**DIVISION MEMORANDUM**

No. 561, s. 2022

**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)  
Finance Staff/Accountants/Bookkeepers and Disbursing Officer 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 14 - 16, 2022** to be held in Aklan State University College of Industrial Technology - Andagao, Kalibo, Aklan.
2. This activity aims to address the gaps identified in the submission of reports, preparation of FY 2023 Budget Execution Documents (BEDs) and to discuss various topics on financial matters relative to the operations of school.
3. The participants of this activity are the following:
  - a. Selected Division Office personnel,
  - b. Accountants, Bookkeepers/Designated Bookkeepers and Disbursing Officers of forty-six (46) Implementing Unit Schools (2 representative per school)
4. Each participant (one per school) must bring a laptop, extension cord and pocket wifi on the last day of the activity. Please bring softcopies of e-FRS and BMS reports as of October 2022 and FY 2023 Annual Implementation Plan (AIP) or Work and Financial Plan for Budget Execution Document Preparation (BED) based on National Expenditure Program (NEP) 2023.
5. Proper health and safety protocols shall be strictly observed during the conduct of this activity.
6. 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.
7. Immediate dissemination of this Memorandum is desired

**FELICIANO C. BUENAFE JR. CESO VI**  
Schools Division Superintendent *af*

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 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**  
**November 14 - 16, 2022**

**Training Matrix**

DAY 1 - November 14 (Monday)		DAY 2 - November 15 (Tuesday)		DAY 3 - November 16 (Wednesday)	
<i>Morning Session</i>		<i>Morning Session</i>		<i>Morning Session</i>	
8:30 - 9:00 AM	Registration	8:30 - 9:00 AM	Opening Program	8:30 - 9:00 AM	Opening Program
9:01 - 9:30 AM	Opening Program	9:01 - 11:00 AM	Budget Concerns Charissa Z Sajise - AO II	9:01 - 12:00NN	Workshop Proper
9:31 - 10:00 AM	Training Overview Keneth G. Iglesias - AO II				
10:01 - 11:00 AM	Admin Concerns Marlyn T. Bereber - AO IV (Personnel)	11:01 - 12:00 NN	Budget Concerns Ann Rayshelle L. Nadua - Acct II		
11:01 - 12:00NN	Accounting Concerns Helen G. Fabillano - ADAs III				
12:01 - 1:00 PM	<i>Lunch Break</i>	12:01 - 1:00 PM	<i>Lunch Break</i>	12:01 - 1:00 PM	<i>Lunch Break</i>
<i>Afternoon Session</i>		<i>Afternoon Session</i>		<i>Afternoon Session</i>	
1:31 - 4:00 PM	Accounting Concerns - Continuation Rhodora T. De Guzman - AO II Marissa A. Jizmundo - Acct III	1:00 - 2:30 PM	Budget Concerns - Continuation Ann Rayshelle L. Nadua - Acct II	1:31 - 2:30 PM	Continuation of Workshop
		2:31 - 3:00 PM	Open Forum		
		3:01 - 4:00 PM	Cash Concerns Feby D. Moleta - AO IV (Cash Unit)	2:31 - 3:30 PM	Submission of Output
4:01 - 4:30 PM	Open Forum	4:01 - 4:30 PM	Open Forum	3:31 - 4:30 PM	Closing Program
	End of Day 1		End of Day 2		End of Training
<b>HOST:</b> Ms. Anthea Chrizyll S. Tonel		<b>FACILITATORS:</b> Mr. Keneth G. Iglesias, Mr. Leo Jan M. Fulgencio, Ms. Geovelyn D. Isedenia			