

Republic of the Philippines

Department of Education REGION VI – WESTERN VISAYAS

SCHOOLS DIVISION OF AKLAN

November 6, 2024

DIVISION MEMORANDUM 535, s. 2024

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

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 18 - 20, 2024 at Ati-atihan Festival Hotel, XIX Martyr's Street, Kalibo, Aklan.
- 2. This activity aims to:
 - a. address the gaps identified in the submission of reports;
 - preparation of FY 2025 Budget Execution Documents (BEDs); and
 - c. to discuss topics relative to the operations of school.
- 3. The participants of this activity are the following:
 - a. Selected Division Office and field personnel,
 - Accountants, Bookkeepers/Designated Bookkeepers and Disbursing Officers of forty-six (46) Implementing Unit Schools (2 representatives per school). Please send a representative if unable to attend.
- 4. Each participant (one per school) must bring the following:
 - a. a laptop,
 - b. extension cord,
 - c. pocket wifi.
 - e-FRS and BMS Reports as of October 2024 (softcopy), d.
 - FY 2025 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.
- 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:

REPORTS

RULES AND REGULATION

WORKSHOP

/MAJ/FDM/ARLN



Poblacion, Numancia, Aklan

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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 18 -20, 2024

Training Matrix

November 18, 2024		November 19, 2024		November 20, 2024	
Morning Session		Morning Session		Morning Session	
7:30 - 8:00 AM	Registration	8:00 - 8:30 AM	Opening Program	8:00 - 8:30 AM	Opening Program
:01- 8:30 AM	Opening Program	8:31 - 9:30 AM	Payroll Concerns MRS. MARY LOU T. UMALI - (AO II)	8:31 - 12:00NN	Continuation of Workshop
8:31 - 10:00 AM	Budget Execution Document No. 1 and 3 MRS. ANN RAYSHELLE L. NADUA (AO V-Budget)	9:31 - 10:00 AM	Open Forum		
		10:01 - 12:00 NN	Bureau of the Treasury Concerns ATTY. CARL RENKO A. VILLANUEVA, CPA Chief Treasury Operations Officer I MS. ERICKA D. REMETIO Administrative Assistant II		
0:01 - 10:30 AM	Open Forum		Londbonk of the Dhilinging		
0:31 - 12:00 NN	Budget Monitoring System MR. LEO JAN M. FULGENCIO - (ADAS III)		Landbank of the Philippines MR. GERALD T. FUENTES Branch Head MRS. IRENE ELIZABETH MASIGON CASA Bookkeeper		
2:01 - 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	
:01 - 1:30 PM	Afternoon Preliminaries	1:01 - 1:30 PM	Afternoon Preliminaries	1:01 - 1:30 PM	Afternoon Preliminaries
:31 - 2:00 PM	Open Forum	1:31 - 3:30 PM	Legal Concerns ATTY. EDRON T. BULLO, JR. (Atty. III)	1:31 - 2:30 PM	Continuation of Workshop
2:01 - 4:00 PM	MRS. RHODORA T. DE GUZMAN - (AO II)	0.21 4.00 PM			
		3:31 - 4:00 PM	Open Forum	2:31 - 4:00 PM	Submission of Output
		4:01 - 5:00 PM	Workshop Proper		
:01 - 5:00 PM	Open Forum			4:01 - 5:00 PM	Closing Program
	End of Day 1		End of Day 2		End of Training
loderator of the Day:	MRS. GEOVELYN D. ISEDENIA (AO II)	Moderator of the Day:	MRS. CHARISSA S. OQUENDO (AO II)	Moderator of the Day:	MR. KENETH G. IGLESIAS (AC

