



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

November 6, 2024

**TO: OIC-Office of the Assistant Schools Division Superintendent
Public Schools District Supervisor Concerned
School Head Concerned
All Others Concerned**

Attention:

Maurice Norey C. Beltran	Division Office (November 19 – 20, 2024)
Retz Dale M. Cawaling	Division Office
Helen G. Fabillano	Division Office
Leo Jan M. Fulgencio	Division Office
Camilo N. Garces	Division Office
Marissa A. Jizmundo	Division Office
Ann Rayshelle L. Nadua	Division Office
Feby D. Moleta	Division Office (November 18, 2024)
Mary Lou T. Umali	Division Office
Keneth G. Iglesias	District of Banga
Charissa S. Oquendo	District of Banga
Rhodora T. De Guzman	District of Numancia
Geovelyn D. Isedenia	District of Numancia
Klynne Marie J. Beriong	Division Office (Contract of Service)

Sir/Madam:

The Finance Unit of this Division will be conducting the Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit Schools on November 18 - 20, 2024 in Ati-atihan Festival Hotel, XIX Martyr's Street, Kalibo, Aklan.

We would like to request the services of the above-named personnel for the entire duration (except stated) of the activity as resource speaker/facilitator/technical working group.

Travel expenses relative to this activity shall be charged against local funds subject to budgeting, accounting and auditing rules and regulations.

Thank you very much.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor

Schools Governance and Operations Division

In-charge of the Division

DIVISION LETTER

No. **059**, s. 2024



Poblacion, Numancia, Aklan

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