



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

November 15, 2024

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

Attention:

Janice R. Alfaro	District of New Washington (November 18 and 20, 2024)
Feldin Grace P. Dureza	District of Madalag (November 18, 19 and 20, 2024)
Jhinkie Jane B. Rodillas	District of Numancia (November 18 and 20, 2024)
Robert T. Rogan Jr.	District of Banga (November 18 and 20, 2024)
Mary Grace R. Tenazas	District of Lezo (November 18 and 20, 2024)
Jamella F. Villaruel	District of Batan (November 18 and 20, 2024)

Sir/Madam:

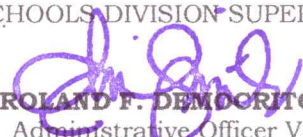
The Finance Unit of this Division will be conducting the Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit Schools on November 18 - 20, 2024 in Ati-atihan Festival Hotel, XIX Martyr's Street, Kalibo, Aklan.

We would like to request the participation of the above-named personnel to attend the activity as additional participant/s.

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:


ROLAND F. DEMOCRITO
Administrative Officer V
- General Services
In-charge of the Division

DIVISION LETTER
No. **064**, s. 2024



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