



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

December 12, 2024

DIVISION MEMORANDUM


No. **599** s. 2024

4th QUARTER FINANCE COORDINATION MEETING WITH SCHOOL HEADS AND FINANCIAL STAFF (Accountants, AO II, ADAs III and ADAs II) OF ELEMENTARY, SECONDARY AND INTEGRATED SCHOOLS

To: **OIC-Assistant Schools Division Superintendent
Chief Education Supervisor-CID
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
School Heads of Public Elementary,
Secondary and Integrated Schools
Financial Staff of Public Elementary,
Secondary and Integrated Schools**

1. This office will conduct the 4th Quarter Finance Coordination Meeting with School Heads and Financial Staff (Accountants, AO II, ADAs III and ADAs II) of all Public Elementary, Secondary and Integrated Schools on December 16, 2024, at 9:30 AM to 12:00NN through MS Teams. The link will be sent to the participants prior to the scheduled meeting. This activity will be hosted by the Libacao District Financial Staff.
2. The participants to this activity are the Public Schools District Supervisors, School Heads, Financial Staff of all Public Elementary, Secondary and Integrated Schools and personnel from the Accounting, Budget, Cash, and Personnel Units.
3. The objective of this coordination meeting is to discuss the following:
 - i. Personnel Unit concerns;
 - ii. Budget Unit concerns;
 - iii. Cash Unit concerns;
 - iv. Reminders on the submission of Authority to Debit/Credit Account (Annex G) to the Land Bank of the Philippines;
 - v. Other reminders.
4. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


JOHANN C. CAWALING
Education Program Supervisor – ALS
In-charge of the Division *alsy*
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