



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

March 14, 2025

DIVISION MEMORANDUM

No. **140** s. 2025

1st 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 hold the 1st 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 **March 19, 2025, at 9:00 AM to 12:00NN** through MS Teams. The meeting link will be sent to the participants prior to the scheduled time. This activity will be hosted by the Tangalan District Financial Staff.
2. Participants for this meeting include Public Schools District Supervisors, School Heads, Financial Staff of all Public Elementary, Secondary, and Integrated Schools, and personnel from the Accounting, Budget, Cash, Personnel, and Planning Units.
3. The objectives of this coordination meeting are to discuss the following:
 - i. Budget and Planning concerns: Preparation of CY 2025 Annual Implementation Plan;
 - ii. Personnel concerns: Payment of salary of CoS Personnel;
 - iii. Accounting Unit Concerns:
 1. Division Memorandum No. 006, s. 2025 (Prescribing Timelines for the Submission of Travel Claims);
 2. Division Memorandum No. 007, s. 2025 (Prescribing Timelines for the Quarterly Release and Liquidation of School MOOE for CY 2025);
 3. Division Memorandum No. 007, s. 2025 (Advisory on the DBM Budget Circular No. 2024-2 (Guidelines on the Payment of Communication Expenses of Certain Government Personnel);
 4. Submission of Authority to Debit/Credit Account (Annex G) to the SDO Accounting unit.
 - iv. Cash Unit concerns;
 - v. Other reminders.
4. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

RAMON D. PARAS Jr.

OIC-Office of the Asst. Schools Division Superintendent
In-charge of the Division

/MAJ/ARLN/FDM/MTB/MCV



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