



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

May 7, 2025

DIVISION MEMORANDUM

No. **235**, s. 2025

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

TO: 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 **May 21 - 23, 2025** 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; and
 - b. 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,
 - b. Accountants, Bookkeepers/Designated Bookkeepers and Disbursing Officers of forty-six (46) Implementing Unit Schools (2 representatives per school). Attendance is a **must**.
4. Each participant (one per school) must bring the following:
 - a. a laptop,
 - b. extension cord, and
 - c. pocket wifi.
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.
7. 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.

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

/MAJ/ARLN



Poblacion, Numancia, Aklan

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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)
May 21 - 23, 2025

Training Matrix

DAY 1 - May 21 (Wednesday)		DAY 2 - May 22 (Thursday)		DAY 3 - May 23 (Friday)	
		<i>Morning Session</i>		<i>Morning Session</i>	
8:00 - 8:30 AM	Registration	8:30 - 9:00 AM	Opening Program	8:30 - 9:00 AM	Opening Program
8:31 - 9:00 AM	Opening Program	9:01 - 12:00 NN	Recording and preparation of monthly, quarterly, semi-annual, and annual financial reports MR. CAMILO NA. GARCES - (ADAS III) MR. MARK N. GALLARDO (ADAS III) MS. HELEN G. FABILLANO (ADAS III)	9:01 - 10:00AM	Documentary Requirements for the Release of Funds MRS. ANN RAYSHELLE L. NADUA (AO V-Budget)
9:01 - 11:00 AM	Processing and payment of various PS Expenses MRS. MARY LOU T. UMALI - (AO II)			10:01 - 12:00 NN	Workshop Proper
11:01 - 11:15 AM	Health Break			12:01 - 1:00 PM	Lunch Break
11:16 - 12:00 NN	Open Forum			12:01 - 1:00 PM	Lunch Break
12:01 - 1:00 PM	Lunch Break	12:01 - 1:00 PM	Lunch Break	12:01 - 1:00 PM	Lunch Break
<i>Afternoon Session</i>		<i>Afternoon Session</i>		<i>Afternoon Session</i>	
1:01 - 1:30 PM	Afternoon Preliminaries	1:01 - 1:30 PM	Afternoon Preliminaries	1:01 - 1:30 PM	Afternoon Preliminaries
1:31 - 4:30 PM	Documentary requirements, processing, and payment of various PS and MOOE Expenses MRS. GECILLE D. PADRONES (ADAS III) MRS. RHODORA T. DE GUZMAN (AO II)	1:31 - 2:30 PM	Relevant policies and guidelines on government financial transactions/Issues and Concerns MRS. MARISSA A. JIZMUNDO - (Acct III)	1:31 - 2:30 PM	Continuation of Workshop
		2:31 - 4:30 PM	Recording and preparation of monthly, quarterly, semi-annual, and annual budget reports MR. LEO JAN M. FULGENCIO (ADAS III) MRS. GEOVELYN D. ISEDENIA (AO II)	2:31 - 3:30 PM	Submission of Output
4:31 - 5:00 PM	Open Forum	4:31 - 5:00 PM	Open Forum	3:31 - 5:00 PM	Closing Program
	End of Day 1		End of Day 2		End of Training

FACILITATORS: MR. RETZ DALE M. CAWALING (ADAS I); MR. KENETH G. IGLESIAS (AO II); MS. RAVEN GEYAH D. RUBITE (JO)
HOSTS: MRS. CHARISSA S. OQUENDO (AO II)

Prepared by:

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Accountant III

Recommending Approval:

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OIC, Assistant Schools Division Superintendent

Approved:

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent