



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

June 26, 2025

DIVISION MEMORANDUM

No. **295** s. 2025

**2nd 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 2nd 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 June 30, 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 Batan 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, and Cash Units.
3. The objectives of this coordination meeting are to discuss the following:
 - i. Personnel unit concerns;
 - ii. Budget unit concerns;
 - iii. Accounting unit concerns;
 - iv. Other reminders.
4. Immediate and wide dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent 

/MAJ/ARLN/FDM/MTB



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