



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

18 May 2026

**DIVISION MEMORANDUM**

No. 245, s. 2026

**CONDUCT OF COORDINATION MEETING OF SDO ACCOUNTING SECTION  
AND ALL SECONDARY SCHOOLS - IMPLEMENTING UNITS (IUs)**

To: Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public Secondary School Heads  
All Others Concerned

1. In line with the preparation of financial statements and reports and monitoring of compliance to prior year audit recommendations, a coordination meeting of SDO Accounting Personnel and Administrative Assistant III of all secondary schools implementing units shall be conducted on May 25, 2026 from 1:30 PM to 4:00 PM via MS Teams.
2. This activity aims to gather updates on the compliance to prior year audit recommendations, clarify concerns on the preparation of financial statements and reports for school canteen and other issues with regard to financial policies and guidelines.
3. Participants to this activity include the following:
  - Division Accountant
  - Administrative Assistant III of implementing unit schools
  - Accounting Section personnel assigned to the consolidation of financial reports
4. The meeting link for the virtual sessions shall be communicated to all concerned participants prior to the scheduled activity to allow sufficient time for access and preparation.
5. For inquiries and other concerns, please contact the Accounting Section through email at [sdobatangas.accounting@deped.gov.ph](mailto:sdobatangas.accounting@deped.gov.ph).
6. Wide and immediate dissemination of and compliance with this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

Encl. : None

Reference: None

To be indicated in the Perpetual Index under the following subject:  
Issuances – Division Memorandum

EUA/ CONDUCT OF COORDINATION MEETING OF SDO ACCOUNTING SECTION AND ALL SECONDARY SCHOOLS  
- IMPLEMENTING UNITS (IUs)/ R2-152060/May 18, 2026



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