



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

03 December 2025

**DIVISION MEMORANDUM**

No. 709, s. 2025

**MEETING OF DIVISION ACCOUNTANT AND ADMINISTRATIVE  
ASSISTANT III (SCHOOL BOOKKEEPER) OF SECONDARY  
SCHOOLS – IMPLEMENTING UNIT**

To: Assistant Schools Division Superintendents  
Public Secondary School Heads of Implementing Unit Schools  
All Others Concerned

1. In relation to the closing of the books of accounts, preparation and consolidation of CY 2025 Year-End Financial Reports, the Accounting Section will conduct a meeting on December 12, 2025, 1:30 in the afternoon via MTeams.
2. The objectives of this activity are to communicate the updates on the preparation of financial statements and settle issues and concerns in the preparation and consolidation of the SDO's financial reports.
3. Participants in this activity are the Administrative Assistant III of fifty secondary schools (IUs) and Division Accountant.
4. Meeting link is <https://tinyurl.com/MeetingAccountantandADASIII>. Participants are requested to join 15 minutes before the meeting time.
5. Immediate and wide dissemination is desired.

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

EUA/ MEETING OF DIVISION ACCOUNTANT AND ADMINISTRATIVE ASSISTANT III (SCHOOL BOOKKEEPER) OF SECONDARY SCHOOLS – IMPLEMENTING UNIT /R2-147095/12.03.2025