



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

03 December 2025

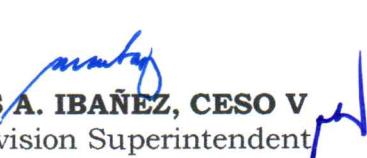
DIVISION MEMORANDUM

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 MSTeams.
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