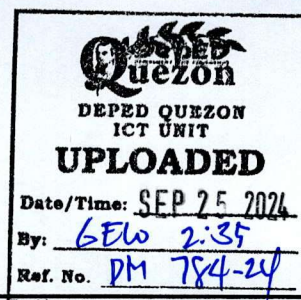




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 September 2024

**DIVISION MEMORANDUM**  
DM No. 784, s. 2024

**ENTRANCE CONFERENCE OF THE COMMISSION ON AUDIT (COA)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section / Unit Heads  
Public Schools District Supervisors  
School Heads  
Accountant  
District Senior Bookkeepers  
District Disbursing Officer  
District Supply Officer  
All Others Concerned

1. The Commission on Audit (COA) assigned at the Schools Division of Quezon extends an invitation for participation in the Entrance Conference, to be held on the following schedule:

Date	District	Venue
October 3,2024	District III	SDO Quezon Sub-Office (Catanauan)
October 4,2024	District IV	SDO Quezon Sub-Office (Gumaca)
October 7,2024	District II and SDO concerned personnel	Venue to be announced
October 10,2024	District I	SDO Quezon Sub-Office (Real)

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

2. The participants are earnestly expected to attend. For a more insightful discussion, participants are encouraged to review the attached letter provided by COA, before the event.
3. Expenses incurred as part of this activity shall be charged against the MOOE / Local School Funds subject to the usual accounting and auditing regulations.
4. Immediate dissemination of this Memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

osdsfr109/25/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**  
**REGIONAL OFFICE NO. IV-A**  
DEPARTMENT OF EDUCATION  
DIVISION OF TAYABAS  
LUIS PALAD NATIONAL HIGH SCHOOL  
TAYABAS CITY

---

**Audit Team No. 22, Audit Group NGAS-5A**  
**Office of the Auditor**

September 24, 2024

**MR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent  
Department of Education  
Schools Division Office of Quezon Province  
Brgy. Talipan, Pagbilao, Quezon

**Dear Mr. Bautista,**

This is to respectfully request your presence together with the Assistant Schools Division Superintendents (ASDS), Division Accountant, Division Budget Officer, Division Cashier, Division Property Officer and other division personnel whose presence deemed necessary for the conduct of an Entrance Conference on October 7, 2024, 9:30 AM. (venue to be announced in coordination with ASDS Joepi)).

Also, the presence of the School Heads, Accountant/s, Senior Bookkeepers, Disbursing Officers and Property Officer/Custodians of various Implementing Units (District 2) or their authorized presentative/s is hereby requested.

Likewise, the undersigned would like to request the presence of the School Heads, Accountant/s, Senior Bookkeepers, Disbursing Officers and Property Officers/Custodian of DepEd Quezon's Implementing Units (Districts I, III, and IV) and the use of the DepEd Quezon's sub-offices for the conduct of the same undertaking, to wit:

<b>Date</b>	<b>District</b>	<b>Venue</b>
October 3, 2024	District III	SDO Quezon Sub-Office (Catanauan)
October 4, 20024	District IV	SDO Quezon Sub-Office (Gumaca)
October 10, 2024	District I	SDO Quezon Sub-Office (Real)

The Entrance Conference is geared towards laying down and discussing what are expected from Management regarding various accounts and operations within the covered audit period. It will also serve as an avenue for Management and the concerned Audit Team to exchange information and updates on the substantive and procedural requirements to ensure that government funds are judiciously spent and consistent with relevant and existing laws, rules and regulations.

---

Thank you very much for the usual cooperation and support.

Very truly yours,

*E. Pavino*

**ELENOR A. PAVINO**  
State Auditor IV  
Audit Team Leader

