



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 March 2025

DIVISION MEMORANDUM
No. 157 s. 2025

**CONDUCT OF CY 2024 COMMISSION ON AUDIT (COA)
EXIT CONFERENCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Please be informed that the Office of the Commission on Audit assigned at the Schools Division Office of Tayabas City will conduct a pre-exit conference with selected SDO personnel and representatives from Luis Palad Integrated High School on **March 13, 2025, at 9:00 am at the Office of the Assistant Schools Superintendent.**
2. The activity will discuss the audit observations and recommendations for CY 2024 based on review of financial transactions and reports.
3. Participants in this activity are the Assistant Schools Division Superintendents, Chief Education Supervisors, Division Accountant, Division Budget Officer, Division Supply Officer, Division Human Resource Officer, Division Cashier, Division Engineer, School Head (LPIHS), Senior Bookkeeper (LPIHS), Disbursing Officer (LPIHS), Property Supply Officer (LPIHS). Please see Enclosure 1 List of Participants.
4. Expenses relative to the conduct of the said activity shall be charged to Division MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.
5. For Immediate dissemination and strict compliance of this Memorandum are desired.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: As stated

Reference: ACCJ9PSI-001028

To be indicated in the Perpetual Index
under the following subjects:

CONDUCT OF CY 2024 COMMISSION ON AUDIT
EXIT CONFERENCE

Accounting Unit- conduct of cy 2024 commission on audit exit conference
ACCJ9PSI-001028 /March 5, 2025

Enclosure 1: List of Participants

No.	Name	Position/Designation	Office/School
1.	Celedonio B. Balderas Jr.	Schools Division Superintendent	Division Office
2.	Herbert D. Perez	Assistant Schools Division Superintendent	Division Office
3.	Dr. Imelda C. Raymundo	CES – SGOD	Division Office
4.	Conrado C. Gabarda	Administrative Officer V	Division Office
5.	Agnes M. Luzadas	Accountant III	Division Office
6.	Benjamin A. Millares	Budget Officer III	Division Office
7.	Dianah G. Tan	Cashier III	Division Office
8.	Joyce Anne P. Limbo	Supply Officer II	Division Office
9.	Grasiela L. Hernandez	HRMO	Division Office
10.	Engr. Jaypee Escobar	Division Engineer	Division Office
11.	Dr. Gener C. Delos Reyes	Principal IV	LPIHS
12.	Racel J. Romero	Administrative Officer IV	LPIHS
13.	Aleli Grace Z. Sabio	Cashier I	LPIHS
14.	Felisa P. Rosilla	Administrative Officer I	LPIHS
15.	Hazel J. Hernandez	Administrative Assistant III	LPIHS