



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

17 March 2026

DIVISION MEMORANDUM
No. 187 s. 2026

**CONDUCT OF CY 2025 COMMISSION ON AUDIT (COA)
EXIT CONFERENCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
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 19, 2026, at 1:30 PM, 4th Floor, Puente de Alitao Hall, SDO Main Building, Brgy. Potol.**
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, Administrative Officer V, Attorney III, 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) and Selected Personnel. 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.

For:

CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

By:

IMELDA G. RAYMUNDO
Chief Education Supervisor-SGOD
Officer-in-Charge



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Encl.: As stated

Reference: None

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

EXIT CONFERENCE

Accounting Unit- conduct of cy 2025 commission on audit exit conference
ACCOMITK-001523/ March 17, 2026

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.	Edwin R. Rodriguez	CES – CID	Division Office
4.	Imelda C. Raymundo	CES – SGOD	Division Office
5.	Conrado C. Gabarda	Administrative Officer V	Division Office
6.	Maria Hannah D. Perez-Formento	Attorney III	Division Office
7.	Agnes M. Luzadas	Accountant III	Division Office
8.	Benjamin A. Millares	Budget Officer III	Division Office
9.	Dianah G. Tan	Cashier III	Division Office
10.	Joyce Anne P. Limbo	Supply Officer II	Division Office
11.	Grasiela L. Hernandez	HRMO	Division Office
12.	Jennelyn Mirandilla	Administrative Officer IV	Division Office
13.	Engr. Jaypee Escobar	Division Engineer	Division Office
14.	La Trishia R. Dalit	Education Program Specialist	Division Office
15.	Gregorio I. Racelis	Principal IV	LPIHS
16.	Racel J. Romero	Administrative Officer IV	LPIHS
17.	Aleli Grace Z. Sabio	Cashier I	LPIHS
18.	Felisa P. Rosilla	Administrative Officer I	LPIHS
19.	Hazel J. Hernandez	Administrative Assistant III	LPIHS