



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

09 September 2025

DIVISION MEMORANDUM
No. 618 s. 2025

ENTRANCE CONFERENCE OF THE COMMISSION ON AUDIT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Head, Implementing Unit
Heads, Unit/Section
All Others Concerned

1. Pursuant to the letter received from the Commission on Audit (COA), this Office announces the conduct of CY 2025 Entrance Conference on **Monday, September 22, 2025, at 1:30 p.m., at the Office of the Assistant Schools Division Superintendent.**
2. The objective of this conference is to present the nature, scope, and objectives of the audit, including the schedule, audit approach, data gathering, site visits, and document review.
3. Expenses relative to the conduct of this activity shall be charged to maintenance and other operating expenses subject to the usual accounting and auditing rules and regulations.
4. Attached is Enclosure 1 for the List of Participants.
5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: None

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

ENTRANCE CONFERENCE OF THE COMMISSION
ON AUDIT (COA)

ACCTG- entrance conference of the commission on audit
ACCQMIKA-001287 / September 9, 2025



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

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. Edwin R. Rodriguez	CES – CID	Division Office
4.	Dr. Imelda C. Raymundo	CES – SGOD	Division Office
5.	Conrado C. Gabarda	Administrative Officer V	Division Office
6.	Agnes M. Luzadas	Accountant III	Division Office
7.	Benjamin A. Millares	Budget Officer III	Division Office
8.	Dianah G. Tan	Cashier III	Division Office
9.	Joyce Anne P. Limbo	Supply Officer II	Division Office
10.	Grasiela L. Hernandez	HRMO	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