Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 November 2026

DIVISION MEMORANDUM
No. 762 s. 2026

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 **Wednesday, November 25 , 2026,** at **1:00 p.m.,** at the **4th Floor Fuente de Alitao Hall SDO Building.**

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
COMMISSION ON AUDIT

ACCTG- entrance conference of the commission on audit
ACC156NL-001793/ November 17, 2026

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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.	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.	Benjamin A. Millares	Budget Officer III	Division Office
7.	Agnes M. Luzadas	Accountant 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 II	Division Office
11.	Jennelyn Mirandilla	Administrative Officer IV	Division Office
12.	Jeanette M. Buera	Administrative Officer IV	Division Office
13.	La Trishia R. Dalit	Education Program Specialist	Division Office
14.	Ariel C. Cabuyao	Project Development Officer II	Division Office
15.	John Cavin S. Rodil	Education Program Specialist	Division Office
16.	Violy Marie Bulandos	Administrative Assistant III	Division Office
17.	Angela Faith M. Salazar	Administrative Aide	Division Office
18.	Gregorio I. Racelis	Principal IV	LPIHS
19.	Racel J. Romero	Administrative Officer IV	LPIHS
20.	Aleli Grace Z. Sabio	Cashier I	LPIHS
21.	Felisa P. Rosilla	Administrative Officer I	LPIHS
22.	Hazel J. Hernandez	Administrative Assistant III	LPIHS
23.	Violy Marie Q. Bulandos	Administrative Assistant III	Division Office