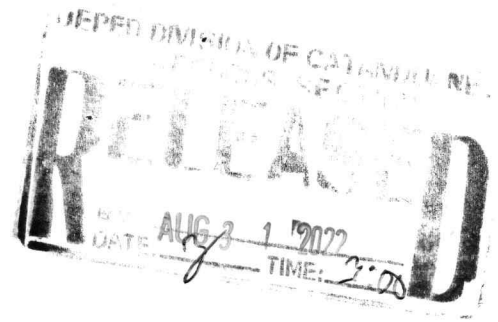




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



**UNNUMBERED MEMORANDUM**

OSDS-SDS-UM-8-31-22/SSC

TO : Assistant Schools Division Superintendent  
Concerned Officials & Personnel

FROM : **SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent

SUBJECT : **ENTRANCE CONFERENCE WITH COMMISSION ON AUDIT  
(COA)**

DATE : August 31, 2022

There will be an Entrance Conference with the Commission on Audit (COA) on **September 20, 2022** from **8:00 a.m.** to **12:00 noon** at a venue to be announced later.

The participants in this conference are the following:

SDO Proper

- Schools Division Superintendent - 1
- Assistance Schools Division Superintendent - 1
- BAC Members, BAC Secretariat & 2 members of Inspectorate team - 7
- Accountant III - 1
- 2 Bookkeepers - 2
- HRMO - 1
- Records Officer - 1
- Cashier - 1
- Budget Officer - 1
- 2 Chiefs and 2 Program Owners each- 4
- Division Engineer - 1
- Supply Officer - 1
- Resource Staff - 1

Implementing Units (Schools)

- School Head - 13
- Accountant- 3
- Senior Bookkeeper- 9

Expenses to be incurred in this activity shall be charged to Division/School MOOE subject to the usual accounting rules and regulations.

For compliance.