

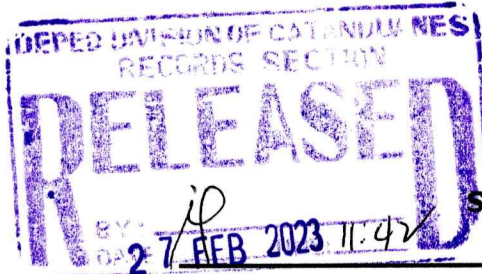


Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



**UNNUMBERED MEMORANDUM:**

OSDS-PER-UM-02-23-2023/MBL

TO : Asst. Schools Division Superintendent

Public School District Supervisors  
Selected Implementing Units  
All Others Concerned

FROM : **SUSAN S. COLLANO**  
Schools Division Superintendent

SUBJECT : **CONDUCT OF MONITORING CUM AUDIT FOR SELECTED IMPLEMENTING UNITS ALONG AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) & MEETING WITH SDO ACCOUNTANT AND HRMO PERSONNEL**

DATE : February 23, 2023

1. The Regional Payroll Services Unit will conduct a Monitoring Cum Audit for the following Implementing Units:

| School          | Date & Time of Assessment   |
|-----------------|-----------------------------|
| Calatagan HS    | February 28, 2023, 12NN-2PM |
| Bato RDHS       | February 28, 2023, 2PM-4PM  |
| Baras RDHS      | February 28, 2023, 5PM-7PM  |
| Viga RDHS       | March 1, 2023, 7AM-9AM      |
| San Miguel RDHS | March 1, 2023, 10AM-12NN    |
| Catanduanes NHS | March 1, 2023, 1PM-3PM      |

- The result of the audit will determine whether the earlier issued provisional authority will be converted to a permanent one.
- Further, the meeting with the SDO Accountant and HRMO Staff shall be on March 1(PM) to March 2, 2023.
- Expenses relative to this activity shall be charged to School MOOE/local funds subject to the usual accounting, auditing and budgeting rules and regulations.
- For information, guidance and compliance.

MBL/UM- Conduct of Monitoring Cum Audit for Selected Implementing Units Along Automatic Payroll Deduction System (APDS) & Meeting with SDO Accountant and HRMO Personnel



San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com  
DepEd Tayo-Region V - Catanduanes