Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

October 23, 2026

DIVISION MEMORANDUM
No. 535, s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Representative from the Accounting Section
Information Technology Officer
Administrative Officer V (Budget)
Administrative Officer V (Administrative Services)
Administrative Officer IV (Supply)
Administrative Officer IV (Personnel)
Administrative Officer IV (Procurement)
Administrative Officer II (Cash)
Division Engineer
Secondary School Principal and Bookkeeper, Ilaya National High School
Secondary School Principal and Bookkeeper, Dapitan City National High School

COMMISSION ON AUDIT (COA) ENTRANCE CONFERENCE FOR THE AUDIT OF THE ACCOUNTS AND OPERATIONS OF THE SCHOOLS DIVISION OF DAPITAN CITY FOR CALENDAR YEAR 2026

1. In connection with the commencement of the audit of the accounts and operations of the Department of Education – Schools Division of Dapitan City for Calendar Year (CY) 2026, the Commission on Audit (COA), through the Office of the Regional Supervising Auditor, Regional Office No. IX, has scheduled an Entrance Conference on November 12, 2026, at 9:00 A.M., to be held at the Conference Hall, Schools Division Office of Dapitan City.

2. The Entrance Conference aims to discuss the terms of engagement, audit objectives, scope, procedures, and other pertinent matters to establish a common understanding between the COA Audit Team and the Division Management and to facilitate the orderly and efficient conduct of the audit.

3. All concerned officials and personnel are directed to attend the conference promptly and actively participate in the discussions. They are likewise expected to be adequately prepared to discuss matters pertaining to their respective areas of responsibility and to provide the necessary information, explanations, clarifications, and supporting documents that may be required by the COA Audit Team.

4. For information, guidance, and compliance.

Montealto Jay Saniel
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JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 535 Date: 11/5/26
Time: 7:45 AM By: