



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
SEPTEMBER 5, 2025

BY: MLS

TIME: 2:09PM

SEPTEMBER 5, 2025

REGIONAL MEMORANDUM
No. **0937**, s. 2025

To: Schools Division Superintendent
All Others Concerned

COMMISSION ON AUDIT REGIONWIDE ENTRANCE CONFERENCE

1. The Department of Education Caraga Region, in collaboration with the Commission on Audit (COA), will conduct an **Entrance Conference** on **September 16, 2025**, starting at **9:30 a.m.**, to be hosted by the Schools Division Office of Agusan del Norte (venue TBA). This conference is part of the continuing efforts to ensure that government funds are properly managed and compliant with established rules and regulations.

2. **Objectives:**

- a. allow COA to clearly articulate the objectives, scope, and methodology of the audit by outlining what will be audited, the criteria for evaluation, and the audit timeline;
- b. enable DepEd to better understand the audit's focus areas and prepare accordingly;
- c. ensure that both parties are on the same page, minimizing misunderstandings and enhancing the efficiency of the audit process;
- d. provide a platform for DepEd to voice any concerns or queries they may have regarding the audit;
- e. allow COA to address concerns, set realistic expectations, and explain the benefits of the audit process.

3. **Participant Details:**

Group	Participants	No. of Participants
Division Teams	Schools Division Superintendents Assistant Schools Division Superintendents Accountants Budget Officers Administrative Officer V	5 per SDO × 12 SDOs = 60

Regional Team	Regional Director Assistant Regional Director Chiefs of FD, ASD, CLMD, ESSD, FTAD, HRDD, PPRD, QAD Accountants Budget Officers Unit Heads of the ORD-Legal Unit, ICT Unit, Public Affairs Unit ASD-Asset Management Unit, Procurement Unit, General Services Unit, Payroll Unit, Personnel Unit, Records Unit, Cash Unit CLMD-LR Unit HRDD-NEAP Engineer Secretariat Admin. Assistant, FD	30
COA		22
Total		112

4. If an identified participant is unavailable, a designated representative must attend in their place to ensure full representation and continuity of participation.

5. Immediate dissemination and compliance of this memorandum is hereby directed.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: None

Reference: None

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

CONFERENCES

MEETING

FIN/atb
09/2/2025