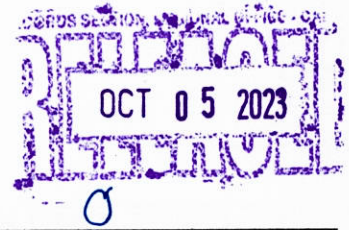




Republic of the Philippines
Department of Education
 CARAGA REGION



October 2, 2023

REGIONAL MEMORANDUM
 NO. 0961 s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 DIVISION ADMINISTRATIVE OFFICERS V
 DIVISION ADMINISTRATIVE OFFICERS IV
 This Region

**PANAGTAMBAYAYONG : CONDUCT OF ADMINISTRATIVE SERVICE AUDIT
 TO THE 12 SCHOOLS DIVISION OFFICES OF THE REGION**

1. The Administrative Service Division's task is to provide the regional office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education.
2. To ensure that the effective and efficient delivery of Administrative Service in the Schools Division, an Administrative Service Audit to the SDOs will be conducted on the months of October and November 2023, following the schedule:

Division Office	Proposed Date of Audit
Agusan del Norte	October 11, 2023
Butuan City	October 12, 2023
Cabadbaran City	October 17, 2023
Agusan del Sur	October 19, 2023
Bayugan City	October 20, 2023
Surigao City	October 23, 2023
Surigao del Norte	October 24, 2023
Dinagat Islands	October 25, 2023
Siargao	October 26-27, 2023
Bislig City	November 13, 2023
Surigao del Sur	November 14, 2023
Tandag City	November 15, 2023

3. The Audit Team of the Regional Office is composed of the following personnel:

Section/Unit	Chief/SAO/Unit Head	Alternate
CAO	JOEL B. ROSALES	MARIA CARMEL S. GABALLO
	MERIAM C. DELA RITA	
RECORDS	MARY CHRISTINE A. ODTOJAN	MENCHIE L. SALANG
PERSONNEL	SHERYL R. PUYO	IRISH JEAN P. ABEJAR
RPSU	ANVEN P. MAGLASANG	NIÑA JONALYN B. GAMBE
CASH	LOMEN D. DALOGDOG	



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ASSET	ZENYLOU F. BUYAN	JESSA MAE G. PRISCO
GENERAL SERVICES	CRISTABELLE R. JAGUIT	PHENYL JOY A. ESTELLA
PROCUREMENT	ELSIE B. MONGADO	SOUNDY M. BUICO
TOTAL	9	7

4. Participants in the SDO are the Administrative Officer V and the Unit Heads of Personnel, Records, Cash, Property and Supply and their staff.

5. For your guidance and compliance.

MARIA INES C. ASUNCION

Director III

Officer In Charge

Office of the Regional Director

Encls.: NONE

Reference: NONE

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

ADMINISTRATIVE

AUDIT

EMPLOYEES

ASD/srp

10/02/2023



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