



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

16 Sept 2025

**DIVISION MEMORANDUM**

No. 512, s. 2025

**CONDUCT OF CY 2025 AUDIT ENTRANCE CONFERENCE**

To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Please be informed that the CY 2025 Audit Entrance Conference for SDO Batangas Province and implementing unit schools will be conducted on Tuesday, September 30, 2025, 9:00 in the morning at SDO Conference Hall.
2. The objective of the conference is to communicate to the management the audit thrusts and focus for the year.
3. The participants to the said activity are the following:
  - 3.1. Schools Division Superintendent
  - 3.2. Assistant Schools Division Superintendents
  - 3.3. Chief, Curriculum Implementation Division
  - 3.4. Chief, School Governance and Operations Division
  - 3.5. Public Schools District Supervisor – San Jose Sub-office
  - 3.6. Principal IV – West Bauan Central School, Bauan Sub-office
  - 3.7. Principal III – Lemery Pilot Elementary School, Lemery Sub-office
  - 3.8. Principal III – Sampa-Pacifico Integrated School, Sta. Teresita Sub-office
  - 3.9. Principal IV – Padre Imo Luna Memorial Elementary School San Jose Sub-office
  - 3.10. Principal IV – Balayan National High School, Balayan East Sub-office
  - 3.11. Principal III – Kaylaway National High School, Nasugbu East Sub-office
  - 3.12. Principal I – Bayanan National High School, San Pascual Sub-office
  - 3.13. Assistant School Principal II – Malvar Senior High School, Malvar Sub-office
  - 3.14. Head Teacher I – Rosario Technical High School, Rosario East Sub-office
  - 3.15. Bids and Awards Committee (BAC) Chairperson
  - 3.16. Head, BAC Secretariat
  - 3.17. Accountant
  - 3.18. Budget Officer
  - 3.19. Engineer
  - 3.20. Administrative Officer V – Administrative



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- 3.21. Cashier
  - 3.22. Property and Supply Officer
  - 3.23. Human Resource Management Officer
  - 3.24. Focal Person, School Based Feeding Program
  - 3.25. Focal Person, Gender and Development
  - 3.26. Focal Person, Disaster Risk Reduction and Management
  - 3.27. Administrative Assistant III (Senior Bookkeeper) of the following implementing unit schools
    - 3.27.1. Lumbangan National High School
    - 3.27.2. Banoyo National High School
    - 3.27.3. Maabud National High School
    - 3.27.4. Calubcub 1.0 National High School
  - 3.28. Administrative Assistant II (Disbursing Officer) of the following implementing unit schools
    - 3.28.1. Taal National High School
    - 3.28.2. Bauan Technical Integrated High School
    - 3.28.3. Sta. Teresita National High School
    - 3.28.4. Laiya Integrated National High School
  - 3.29. COA Audit Team
  - 3.30. Technical Assistant – ICT and Accounting Section
4. 100% attendance is a must.
  5. Meal expenses relative to the conduct of this activity shall be charged to Division MOOE while travel expenses of school personnel shall be charged to their respective School MOOE subject to the usual accounting and auditing rules and regulations.
  6. Immediate and wide dissemination is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

EUA/CONDUCT OF CY 2025 AUDIT ENTRANCE CONFERENCE/S2-111921/09.16.2025