



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAY 19 2023

**MEMORANDUM**

No. 109, s. 2023

**COMPOSITION OF THE DIVISION BAC INTERNAL AUDIT UNIT**

- To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned
1. Relative to the composition of the Division BAC Internal Audit Unit (DBIAU) this Office hereby designates the following officials, effective immediately:
- |         |   |                                            |
|---------|---|--------------------------------------------|
| Chair   | - | Ms. Ma. Regale A. Olarte                   |
| Members | - | Dr. Myra E. Namit<br>Ms. Virma U. Amistoso |
2. The DBIAU shall conduct comprehensive audit of various SDO-BAC activities. Specifically, it shall have the following functions:
- 2.1. Conduct operations performance audit of the Division BAC activities and determine the degree of compliance with Republic Act 9184;
  - 2.2. Review and appraise systems and procedures/processes, organizational structure, BAC records, reports and performance standards;
  - 2.3. Perform such other related duties and responsibilities as may be assigned or delegated by the Schools Division Superintendent, or as may be required by law.
3. Immediate and wide dissemination of this Memorandum is desired.

**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

Encl: None

References: Circular Letter No. 2020-8  
Circular Letter No. 2008-5

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

AUDIT

PROCEDURE

MANAGEMENT

PRA /DM/COMPOSITION OF DIVISION INTERNAL AUDIT UNIT  
109 / May 15, 2023

NUM-2023-109



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