



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. 016, s. 2024

RECONSTITUTION 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. This Office hereby designates the following to compose the Division BAC Internal Audit Unit (DBIAU) effective immediately:

Chair	-	Ms. Ma. Regale A. Olarte
Members	-	Mr. Lambert G. Quesada
		Mr. Andres F. Sicam Jr.
 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/RECONSTITUTION OF THE DIVISION INTERNAL AUDIT UNIT
016 / January 29,, 2024

NUM-2024-016



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