



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

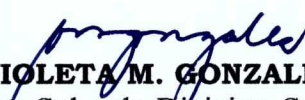
Office of the Schools Division  
Superintendent

**MEMORANDUM**

**AUTHORIZED SIGNATORIES**

To: OIC - Schools Division Superintendent  
Assistant Schools Division Superintendent  
All Public Elementary and Secondary School Heads/ OIC's  
Administrative Officer V  
Administrative Officer II  
All Others Concerned

1. Attached is a letter from Commission on Audit, dated September 30, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Special attention is invited to the submission of requested information.
3. Deadline of submission is on or before October 6, 2025.
4. Consolidation of the needed information shall be done through the office of the Administrative Officer V.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

COA

MB/NAV/Submission of Requested Information to COA  
404 /October 01, 2025



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**  
Commonwealth Avenue, Quezon City  
**NATIONAL GOVERNMENT AUDIT SECTOR**  
Cluster 5 – Education and Employment  
NGAS- 5C DEPARTMENT OF EDUCATION 3 AUDIT GROUP  
Schools Division Office of Muntinlupa

September 30, 2025

**Dr. VIOLETA M. GONZALES CESO VI**  
OIC- Schools Division Superintendent  
Schools Division Office of Muntinlupa City  
Muntinlupa City

Attention: **NOEMI A. VALDEZ**  
*Administrative Officer V*

**All Concerned School Principals**

Dear **Dr. Gonzales:**

Greetings of Peace and Good Health!

As part of our regular audit for CY 2025, we would like to request from your good office the following (both of the Division Office; Elementary Schools and non-IUs HS) as of to date.

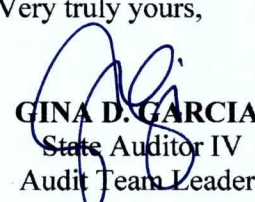
1. Authorized Signatories of Disbursement Vouchers, Financial Reports, PRs & POs with their specimen signatures;
2. List of Bonded Accountable Officers with the following information:

Name	Designation	Office / Station	Risk No.	Approved Amount of Accountability	Approved Amount of Bond	Effectivity	
						From	To

3. Composition of the following committees:
  - a. Bids and Awards Committee;
  - b. Recruitment and Promotion Board;
  - c. BAC Secretariat;
  - d. Technical Working Group; and
  - e. Other Committees, if any

Kindly submit the above -requested information on or before October 7, 2025.  
Thank you and Godspeed!

Very truly yours,

  
**GINA D. GARCIA**  
State Auditor IV  
Audit Team Leader

  
MA. ROMMA S. PAGADOR