



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

Office of the Schools Division
Superintendent

MEMORANDUM
No. 572, 2025

RECONSTITUTION OF THE BAC DIVISION INTERNAL AUDIT

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD/CID
All Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. This Office hereby designates the following to compose the BAC Division Internal Audit effective immediately:

Members : Mr. Edison E. Enerlas
Mr. Andres F. Sicam Jr.

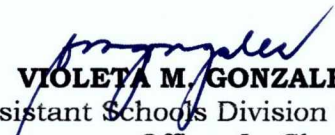
2. The BAC Division Internal Audit shall conduct comprehensive audit of various SDO BAC activities. Specifically, it shall have the following functions:

2.1 Conduct operations performance audit of the Division BAC activities and determine the degree of compliance with Republic Act 12009;

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.


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

Encl.: None

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

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

AUDIT PROCEDURE

LVR/DM/Reconstitution of the BAC Division Internal Audit
572 /November 06, 2025

NUM-2025-572



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