



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
 Superintendent

APR 07 2026

MEMORANDUM

EXIT CONFERENCE FOR CY 2025 AUDIT OF SDO MUNTINLUPA

To: 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
 Administrative Officer V
 All Others Concerned

1. There will be an EXIT CONFERENCE for the CY 2025 audit of the Schools Division Office of Muntinlupa with the Commission on Audit (COA) on April 8, 2026, Wednesday at 10:00 AM on the 4th Floor, SDO Activity Area.

2. The attendance of the following employees/officials from the Division Office and all Schools is highly requested and a must.

| | | |
|--|---|--|
| Division Office | Lilia A. Ricero | Assistant Schools Division Superintendent |
| | Noemi A. Valdez | Administrative Officer V – Admin |
| | Virma U. Amistoso | Administrative Officer V- Budget Unit |
| | Karina E. Medina | Accountant III |
| | Jerone M. Tagapan | Engineer III |
| | May L. Borjal | Information Technology Officer I |
| | Christian Paul A. Dela Vega | Senior Education Program Specialist |
| | Cecilia Teresa C. Claudel | Education Program Specialist II |
| | Maria Cristina F. Malacad | Administrative Officer IV – Cash Unit |
| | Angela M. Francisco | Administrative Officer IV- HR Unit |
| | Lourdes V. Rodilla | Administrative Officer IV- Records Unit |
| | Joshlord Galieb O. Catindig | Administrative Officer II – Procurement Unit |
| Mark Anthony E. Andor | Administrative Asst III – Supply Unit | |
| Implementing Units– (Secondary Schools with FS) | Secondary School Principals | |
| | Secondary School Bookkeepers | |
| | Secondary School Budget Officers | |
| | Secondary School Supply Officers | |
| | Secondary School Administrative Officers II | |
| Non-Implementing Units (Elementary and Sec Schools) | School Principals | |
| | School Administrative Officers II | |
| | School Supply Officers | |

3. Immediate dissemination and compliance of this Memorandum is desired.

Violeta M. Gonzales
VIOLETA M. GONZALES, CESO VI

Assistant Schools Division Superintendent
 Officer-In-Charge

Office of the Schools Division Superintendent

151
 ALL- APR - 2026 - 0123



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

Enclosure: As stated

Reference: None

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

CONFERENCE MEETINGS COA

KEM/UM / EXIT CONFERENCE FOR CY 2025 AUDIT OF SDO MUNTINLUPA
151 / 04/07/2026

UN-2026-151



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 City

April 6, 2026

Dr. VIOLETA M. GONZALES CESO VI
 Assistant School Superintendent
 Officer-in-Charge, Schools Division Superintendent
 Schools Division Office- Muntinlupa City

Dear **Dr. Gonzales**:

Greetings of Peace and Good Health!

In connection with our CY 2025 audit of the Schools Division Office of Muntinlupa, we would like to invite you and your concerned officials to join our Exit Conference on April 8, 2026.

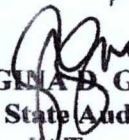
The agenda of the said event is to discuss with you the results of our audit, and to hear from you your comments on the observations and recommendations noted during the audit, which will be incorporated in the Management Letter.

In this regard, we would like to request the attendance of the following employees/officials of the Division Office and Implementing/Non-Implementing Units (elementary and high schools):

| Office | Concerned Officials |
|------------------------------------|--|
| 1) Division and Implementing Units | <ul style="list-style-type: none"> • Schools Division Superintendent /Assistant School Superintendent • Principals • Accountants / Finance Officers • Budget Officer • Cashier • Supply Officers • IT Officer |
| 2) Non- IUs | Principals and Finance officers of Putatan Elementary School and Muntinlupa Science High School |

Thank you for your assistance during the course of the audit.

Very truly yours,


GINA B. GARCIA
 State Auditor IV
 Audit Team Leader

DEPARTMENT OF EDUCATION
 SCHOOLS DIVISION OFFICE
 CITY OF MUNTINLUPA
 ACCOUNTING UNIT
RECEIVED
 RYAN B. FALLARME

By: _____
 Date: _____
 Time: 4:31 PM