



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 01 2026

NOTICE OF MEETING

June 1, 2026

TO : KARINA E. MEDINA - Division Accountant
MARIDETH M. NAVIA - Administrative Assistant III
LORIZATIE V. SANTOS - Administrative Assistant III
ROMEO E. RELATO III - Administrative Assistant III

Muntinlupa NHS

DONNA LYN M. PASCUAL - Administrative Assistant III

Pedro E. Diaz HS

JOSE MARIE IBATUAN - Administrative Assistant III

Muntinlupa Business HS

LORENA G. HERNANDEZ - Administrative Assistant II

FROM : For:

VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

By:


DR. MA. MYRA E. NAMIT

Public Schools Division Superintendent

Officer-in-Charge

DATE / TIME : **June 17, 2026, Wednesday**
8:00 AM - onwards

VENUE : **Muntinlupa Business HS - Main**
Administrative Office

AGENDA : Consolidation of Second Quarter FARs and FS

1. Preparation of Notes to Financial Statements
2. Second Quarter Schedules
3. Documentary Requirements on DBM fund requests
4. Other Matters

**Please bring your laptops and extension cords*

KEM, 111 NM / 6.1.26

NOM-2026-111



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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ACC
III



Republic of the Philippines
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NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

June 1, 2026

VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Dear Madam:

Greetings!

I would like to request your approval to conduct a 1-day meeting with the three (3) Implementing Units' Accounting Personnel on June 17, 2026, Wednesday together with SDO Accounting Unit's Personnel-in-Charge of MOOE and PS transactions, namely, Ms. Marideth M. Navia, Ms. Lorizatie V. Santos and Mr. Romeo E. Relato III.

Our meeting's agenda will focus on the submission and consolidation of 2026 Second Quarter Financial Accountability Reports and Financial Statements including related Schedules due for submission to DepEd NCR – Finance Division and Commission on Audit.

We hope for a favorable response on our request. Thank you and best regards.

Very truly yours,


KARINA E. MEDINA
Accountant III

Recommending Approval:

For:

LILIA A. RICERO
Assistant Schools Division Superintendent

By:


GINA U. URQUIA
Education Program Supervisor
Officer-in-Charge
Office of the Asst. Schools Division Superintendent

APPROVED

DISAPPROVED

For:

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

By:


DR. MA. MYRA E. NAMIT
Public Schools Division Superintendent
Officer-in-Charge