



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 17 2026

NOTICE OF MEETING

August 10, 2026

TO : **Division Office**
KARINA E. MEDINA - Division Accountant
JOICHE I. LUNA - Division Procurement Officer
MARIDETH M. NAVIA - Administrative Assistant III
LORIZATIE V. SANTOS - Administrative Assistant III
MICHAEL M. NAVIA - Accounting Staff (PF and RF - PS)

Muntinlupa NHS
DONNA LYN M. PASCUAL - Administrative Assistant III
FE T. CABRERA - Administrative Officer I - SO JHS
LENNY C. BELEN - Administrative Officer II - SO SHS

Pedro E. Diaz HS
JOSE MARIE IBATUAN - Administrative Assistant III
ARLENE P. MEDINA - Teacher III - Acting SO

Muntinlupa Business HS
LORENA G. HERNANDEZ - Administrative Assistant II
CHERRY E. LUIS - Administrative Assistant II

FROM : 
VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

DATE / TIME : **September 16, 2026, Wednesday**
8:00 AM - onwards

VENUE : **Muntinlupa NHS**
Learning Resource Center, 1st Floor Function Room

SUBJECT : **Third Quarter 2026 Coordination Meeting with
Implementing Units (IUs)**

AGENDA :
1. Procurement Process and Internal Control
2. Status of PPE cleansing and Inventories
3. Depreciation of PPE
4. Third Quarter 2026 Consolidated FS, FARs and schedules
**Please bring your laptops and extension cords*

NOM 154
/KEM 8.10.26

NOM-2026-154



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August 10, 2026

VIOLETA M. GONZALES CESO VI

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 and Supply personnel on September 16, 2026 together with SDO Accounting Unit's Personnel-in-Charge of DO MOOE and PS transactions, namely, Ms. Marideth M. Navia, Ms. Lorizatie V. Santos and Mr. Michael M. Navia with resource person, Ms. Joiche I. Luna, Division Procurement Officer.

Our meeting's agenda will focus on the following:

1. Procurement process and internal control
2. Status of PPE cleansing and Inventories
3. Depreciation of PPE
4. 2026 Quarter3 Financial Accountability Reports (FARs) and Financial Statements (FSs) including related Schedules due for submission to DepEd NCR - Finance Division and Commission on Audit (COA)

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

Very truly yours,


KARINA E. MEDINA
Accountant III

Recommending Approval:


LILIA A. RICERO
Assistant Schools Division Superintendent

☒ APPROVED

☐ DISAPPROVED


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent