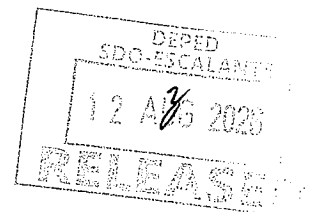




Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



August 12, 2026

DIVISION MEMORANDUM

No. 333, s. 2026

ENTRANCE CONFERENCE WITH THE COMMISSION ON AUDIT (COA) FOR CY 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary and Secondary School Heads
Division Personnel
All Others Concerned

1. In line with the Commission on Audit's examination and audit of all accounts pertaining to the revenue and receipts of, and expenditures or uses of funds and property, owned or held in trust by the Schools Division of Escalante City, in accordance with the 1987 Philippine Constitution, Article IX-D, Section 2, this Office, through the Accounting Section, shall conduct the **Entrance Conference with the Commission on Audit for the Calendar Year 2026**, on **August 26, 2026, 1:30 p.m.** at the **Gabriella Hall, Old Division Office, Escalante City**.
2. The Entrance Conference aims to discuss the s
3. cope, audit thrust and documents needed for the audit of Calendar Year 2026 accounts, all necessary audit procedures and timeline, as well as the school level audit requirements and other related matters.
4. As per request of the Audit Team through the letter attached herewith, the following personnel are hereby required to attend:
 - a) OIC, Schools Division Superintendent
 - b) OIC, Assistant Schools Division Superintendent
 - c) Division Accountant
 - d) Division Administrative Officer V
 - e) Division Budget Officer
 - f) Division Property/Supply Officer
 - g) Division Cashier
 - h) Division BAC Chairman
 - i) Division GAD Focal Person
 - j) Division Engineer
 - k) Division SBFP Focal Person
 - l) Administrative Officers of ALL Non-Implementing Unit Schools



DepEd Schools Division of Escalante City
Brgy. Hacienda Fe, Escalante City, Negros Occidental
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Ans.



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SCHOOLS DIVISION OF ESCALANTE CITY

- m) Schools Heads, Bookkeepers, Disbursing Officers and Property/Supply Officers of Dian-ay National High School and Old Poblacion National High School
4. A registration fee of **One Hundred Fifty Pesos (P150.00)** will be collected **from Non-implementing Schools** through auto deduction and **Five Hundred Fifty Pesos (P550.00)** from **two (2) Implementing Schools** which shall be paid on or before August 26, 2026. The registration fee will be used to defray all expenses relative to the conduct of this activity and shall be charged against the School MOOE and other local funds subject to the usual accounting and auditing rules and regulations.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion, or similar circumstances that run counter to the Equal Opportunity Policy (EOP).
6. For your information, guidance and strict compliance.

PETER G. GALIMBA

OIC, Schools Division Superintendent *amb.*

Reference: As Stated

Enclosure: Engagement Letter – Office of the Auditor – Audit Team No. 13

Allotment: Division Order No. 1, s. 2019

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

AUDIT ENTRANCE CONFERENCE FINANCIAL

OSDS/LVB



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