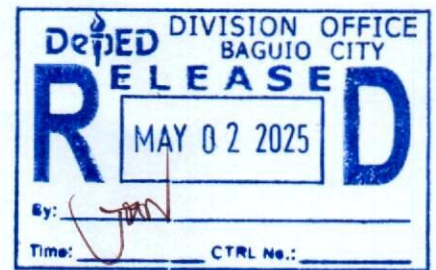




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



April 29, 2025

DIVISION MEMORANDUM

NO. 277 - 2 025

**REVISITING THE STANDARD OPERATING PROCEDURES FOR PROCUREMENT AND
FINANCE CUM EXIT CONFERENCE (IMPLEMENTING UNITS)**

To: Public Schools District Supervisors
Identified Public Secondary School Heads
Identified School Personnel
Others Concerned

1. Relative to the conduct of Annual Audit of the Commission on Audit (COA) to the Implementing Schools, please be informed that the activity "Revisiting the Standard Operating Procedures for Procurement and Finance cum Exit Conference (Implementing Units)" will be on May 6 and 7, at Nangalisan, Tuba Benguet.

2. The Conference aims to:

- a. To address the audit observation memorandum for the improvement of the school financial operations.
- b. To improve financial management to maximize the use of funds.
- c. To strategize the compliance of financial reports pertaining to projects and programs that include & sustain the department core values, respond to employees' varied needs, and promote employees' physical, mental, psychological, social & spiritual well-being that is gender responsive.
- d. To collaborate, share and brainstorm among IUs of their strategies and ways-forward to ensure achievement of school targets and goals.
- e. To review built-in processes and procedures in the implementing units and identify areas for improvement.

3. Participants are School Heads and personnel of IUs handling procurement and Finance related activities and transactions (*enclosure no. 1- complete list of participants*)



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4. Immediate dissemination of this memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:


CARMEL F. MERIS
OIC-Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 1- List of participants

	NAME	GENDER	POSITION	SCHOOL
1	Emely P. Ngina	Female	Audit Team Leader	COA
2	Marivic F. Caasi	Female	Audit Team Leader	COA
3	Ma Teresa S. Calera	Female	Audit Team Leader	COA
4	Belen R. Tomin	Female	Administrative Officer V	SDO-Budget
5	Jeric B. Mangmangon	Male	Admin Officer II	SDO-Budget
6	Lilibeth G. Degsi	Female	Accountant III	SDO-Accounting
7	Loida T. Durante	Female	Administrative Assistant III	SDO-Accounting
8	Aliga, Jeffrey	Male	School Principal I	INHS
9	Kidian, Johnny	Male	Head Teacher-GAD Coor	INHS
10	Dilla, Arlene	Female	Administrative Assistant II	INHS
11	Sumale, Lorraine	Female	Administrative Assistant II	INHS
12	Padonga, Cherry	Female	Administrative Assistant III	INHS
13	Marilou T. Gomeyac	Female	School Principal I	MagNHS
14	Jessa L. Boyongan	Female	Administrative Assistant III	MagNHS
15	Betty M. Mayaen	Female	Administrative Assistant II	MagNHS
16	Kristofferson Clark V. Aspuria	Male	Administrative Assistant II	MagNHS
17	Jane Marie M. Ngolab	Female	School Principal I	MinNHS
18	Joan O. Dumaguing	Female	Administrative Assistant III	MinNHS
19	Jennifer D. Sapdoy	Female	Administrative Assistant III	MinNHS
20	Arianne P. Santiago	Female	Administrative Assistant II	MinNHS
21	Reynalita T. Egaran	Female	Administrative Assistant II	MinNHS
22	Domingo, Grace	Female	School Principal I	Roxas NHS
23	Nellie P. Moyamoy	Female	Administrative Assistant III	Roxas NHS
24	Barboza, Mariz	Female	Administrative Assistant II	Roxas NHS
25	Botacion, Ariel	Male	Administrative Assistant II	Roxas NHS
26	Edward C. Vicente	Male	School Principal III	GVNHS
27	Loisa D. Fontanilla	Female	Administrative Assistant III	GVNHS
28	Akimi C. Cois	Female	Administrative Assistant II	GVNHS
29	Reid Kurt Fagyan	Male	Administrative Assistant II	GVNHS
30	Jose D. Dacwag	Male	Administrative Assistant III	GVNHS



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31	Danilo P. Gayao	Male	Secondary School Principal IV	PCNHS
32	Evelyn A. Gapero	Female	Administrative Officer I	PCNHS
33	Virginia Ulatan	Female	Head Teacher-GAD Coordinator	PCNHS
34	Gretchen V. Lepi	Female	Administrative Assistant III	PCNHS
35	Joan Beseral	Female	Admin Aide III	PCNHS
36	Ofelia B. Padlan	Female	Admin Officer IV	PCNHS
37	Whitney A. Dawayen	Male	Secondary School Principal IV	BCHS
38	Ortez D. Gabol	Male	Head Teacher VI	BCHS
39	Editha L. Laop	Female	Head Teacher VI/Assistant School Principal	BCHS
40	Myline P. James	Female	Administrative Officer IV	BCHS
41	Maria G. Balicag	Female	AO I/ Cashier	BCHS
42	Glaire T. Romero	Female	AOI/Supply Officer	BCHS
43	Nora G. Fermin	Female	Admin Aide IV	BCHS
44	Myrene R. Ferrer	Female	Administrative Assistant III	BCHS

nothing Follows