



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division Office  
RECORDS SECTION

25 JAN 2023

25 Jan 2023

**DIVISION MEMORANDUM**

OSD-2023- 001

**SUBMISSION OF REPORTS/DOCUMENTS/ISSUANCES TO COMMISSION ON  
AUDIT**

To : Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Concerned Schoolheads

1. Attached is the letter from the Commission on Audit, Regional Office No. IV-A dated January 23, 2023, duly signed by Ms. Elenor A. Pavino, State Auditor IV, Audit Team Leader, informing all schoolheads of the implementing units on the submission of the required reports/documents/issuances stated on the letter **on or before January 31, 2023**.

2. For guidance and strict compliance.

For the Schools Division Superintendent:

  
**EDENIA O. LIBRANDA**

Chief Education Supervisor  
Officer-in-Charge

Office of the Assistant Schools Division Superintendent

Encl: As stated

Reference: Letter from the Commission on Audit, Regional Office No. IV-A dated January 23, 2023

OSDS/AD / AMC / GGM / DM-Submission of Reports/Documents/Issuances to Commission on Audit  
/ 01/25/2023



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REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**  
**REGIONAL OFFICE NO. IV-A**  
**DEPARTMENT OF EDUCATION**  
**SCHOOLS DIVISION OFFICE OF BIÑAN CITY**  
Biñan City, Laguna

**Audit Team No. 20, Audit Group NGS-5-A& C**  
**Office of the Auditor**

January 23, 2023

**Ms. EDENIA O. LIBRANDA**

Chief Education Supervisor  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent  
Department of Education  
Schools Division Office of Biñan City  
Biñan City, Laguna

Attention:   The Division Accountant  
                  The Division Budget Officer  
                  The Division Personnel Officer  
                  The Division Planning Officer  
                  The Division Property and Supply Officer  
                  The Division Cashier  
                  The Division Engineer  
                  The School Heads – Implementing Units  
                  All this Division

**Dear Ms. Libranda,**

In connection with the preparation of the Calendar Year (CY) 2022 Management Letter (ML), we are requesting submission of the following reports/documents/issuances on or before January 31, 2023, to wit:

1. CY 2022 Operating Budget;
2. CY 2022 Year-End Financial Statements and its supporting documents;
3. Personnel complement (permanent, temporary, casual, contractual), if any, as of December 31, 2022;
4. Plans/targets and Accomplishments by MFO for CY 2022;
5. Work and Financial Plan and Annual Procurement Plan for CY 2022;
6. Report on the Physical Count of Property, Plant and Equipment (RPCPPE) as of December 31, 2022;
7. Report on the Physical Count of Inventories/Supplies and Materials as of December 31, 2022;

- ✓8. Complete List of all School Buildings indicating valuation and nature (DepEd funded or locally funded) as of December 31, 2022;
- ✓9. Gender and Development (GAD) Plan/Budget and Accomplishments;
- ✓10. Complete copies of unsubmitted SARO/s (source of 2022 disbursements), additional, if any;
- 11. All unsubmitted Disbursement Vouchers for CY 2022 duly supported by the necessary documents;
- ✕12. List of CY 2022 projects funded from the Priority Development Assistance Fund (PDAF)/Disbursement Acceleration Program (DAP), if none, please issue certification;
- ✕13. List of CY 2022 Foreign-Assisted Projects (FAPs)/Official Development Assistance (ODA) Funded Projects, if any, if none, please issue a certification; and
- 14. DepEd Circulars, Memoranda, Resolutions, Standard Operating Procedures and Guidelines relative to personnel, cash, budget, property and general administration with financial implications issued during the year 2022.

We appreciate the prompt submission of these reports/documents/issuances.

Thank you and God bless.

Very truly yours,



**ELENOR A. PAVINO**  
State Auditor IV  
Audit Team Leader