

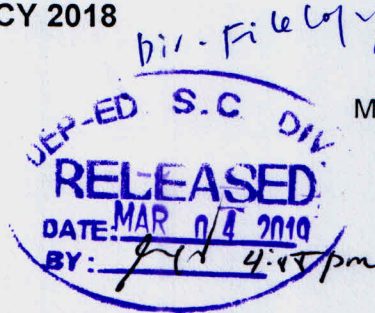


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XIII  
Caraga Administrative Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY  
Roxas St, CV Diez MCES Compound, Brgy. Washington Surigao City



EXIT CONFERENCE CY 2018



March 4, 2019

Division Memorandum No. 63 s. 2019

To: Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division

1. The primary purpose of the Commission on Audit (COA) is to conduct a review to benefit the management of the entity. Its goal is to promote effective program administration and financial management, and to ensure integrity in governance. It also evaluates operations with a view towards improving future performance.
2. The audit report, which is a joint effort of both the agency and the COA, is the end result of the audit process. Recommendations from the report can be used as a basis for adjusting policies, priorities, or procedures in order to make operations as efficient, economical and effective as possible.
3. The COA of this division issued an Audit Observation Memoranda for CY 2018 and the issues and concerns covered of such were thoroughly discussed with the Division's top management. Subsequently, an exit conference is needed to intensively communicate audit results to the same authorities and obtain their comments on the findings and recommendations before the draft audit report will be issued. This will be the proper and last forum for them to comment and explain on the findings prior to issuance of the draft report. The input is important to ensure that the audit results are fairly presented and that recommendations are reasonable and free of any errors or misrepresentations.
4. Enclosures for proper preference are the following:
  - 4.1 Activity Matrix as Enclosures 1;
  - 4.2 Working Committees as Enclosure 2;
  - 4.3 List of Participants as Enclosure 3;
5. Hereunder are the other essential details of the activity, to wit:
  - 5.1 Date: March 5, 2019, Tuesday ; 1:30 PM
  - 5.2 Venue: 3<sup>rd</sup> floor SDO function hall
6. All expenses to be incurred on the said activity shall be charged to MOOE fund subject to the usual government accounting and auditing rules and regulation;
7. For your information and strict compliance;
8. Wide dissemination of this activity of this memorandum is highly desired.

*[Signature]*

FLORENCE E. ALMADEN, CESE  
OIC-Schools Division Superintendent



### LIST OF PARTICIPANTS

| Count | Name                         |   | Designation                                       | Office | Section  |
|-------|------------------------------|---|---|--------|--|
| 1     | Florence E. Almaden          | F | Schools Division Superintendent                   | OSDS   | Schools Division Superintendent                  |
| 2     | Carlo P. Tantoy              | M | Chief, Curriculum Implementation Division         | CID    | Curriculum Implementation Division               |
| 3     | Elizabeth S. Larase          | F | Chief, Schools Governance and Operations Division | SGOD   | Schools Governance And Operations Division       |
| 4     | Vivanino Barrios             | M |   | OSDS   | Legal Office                                     |
| 5     | Ricky L. Pedralba            | M | Education Program Supervisor                      | CID    | Instructional Management                         |
| 6     | Lea S. Sarvida               | F | Education Program Supervisor*                     | SGOD   | Schools Governance And Operations Division       |
| 7     | Filipina F. Meehleib         | F | Education Program Supervisor                      | CID    | Instructional Management                         |
| 8     | Marilytte N. Ensomo          | F | Education Program Supervisor                      | CID    | Instructional Management                         |
| 9     | Linda T. Geraldino           | F | Education Program Supervisor                      | CID    | Instructional Management                         |
| 10    | Noemi D. Lim                 | F | Education Program Supervisor                      | CID    | Learning Resources Management Development System |
| 11    | Julia T. Paqueo              | F | Education Program Supervisor                      | CID    | Instructional Management                         |
| 12    | Tessie C. Dolores            | F | Education Program Supervisor                      | CID    | Instructional Management                         |
| 13    | Vilma L. Gorgonio            | F | Education Program Supervisor                      | CID    | Instructional Management                         |
| 14    | Marino L. Pamogas            | M | Education Program Supervisor                      | CID    | Instructional Management                         |
| 15    | Raquel G. Cultura            | F | Education Program Supervisor                      | SGOD   | Schools Governance And Operations Division       |
| 16    | Jeanit Besinga               | M |   | SGOD   | Human Resource Development                       |
| 17    | Ida B. Solloso               | F | Accountant - III                                  | OSDS   | Finance Services - Accounting                    |
| 18    | Krisna Bess D. Edera         | F | Administrative Officer - V                        | OSDS   | Finance Services - Budget                        |
| 19    | Gemma P. Sinday              | F | Administrative Officer - V                        | OSDS   | Administrative Services                          |
| 20    | Paul P. Ajos                 | M | Planning Officer - III                            | SGOD   | Planning   |
| 21    | Von Eugene F. Cleofe         | M | Engineer - III                                    | SGOD   | Education Facilities                             |
| 22    | Kevin Adrian M. Rosas        | M | Information Technology Officer - I                | OSDS   | Information Technology Office                    |
| 23    | Fritzie Gay S. Lusica        | F | Education Program Specialist - II*                | SGOD   | Research   |
| 24    | Lucille L. Viajar            | F | Education Program Specialist - II                 | CID    | Alternative Learning System                      |
| 25    | Estela P. Siega              | F | Education Program Specialist - II*                | SGOD   | Social Mobilization And Networking               |
| 26    | Jennifer R. Jovita           | F | Education Program Specialist - II*                | SGOD   | Human Resource Development                       |
| 27    | Angelline R. Villazor        | F | Education Program Specialist - II                 | CID    | Alternative Learning System                      |
| 28    | Jemberto M. Namuag           | M | Nurse - II  | SGOD   | School Health And Nutrition - Health             |
| 29    | Leric A. Guyano              | F | Administrative Officer - IV                       | OSDS   | Administrative Services - Cash                   |
| 30    | Michelle G. Jimenez          | F | Administrative Officer - IV                       | OSDS   | Administrative Services - Property & Supply      |
| 31    | Farrah C. Coniate            | F | Project Development Officer - I                   | SGOD   | Youth Formation                                  |
| 32    | Manuelita E. Argana          | F | Administrative Assistant - II                     | OSDS   | Finance Services - Budget                        |
| 33    | Janice E. Naig               | F | Administrative Assistant - III                    | OSDS   | Finance Services - Accounting                    |
| 34    | Nazareth G. Requillo         | F | Administrative Assistant - III                    | OSDS   | Finance Services - Budget                        |
| 35    | Maureen Aristan              | F | Administrative Assistant - III                    | OSDS   | Finance Services - Accounting                    |
| 36    | Mariella Essel B. Flores     | F | Administrative Assistant - III                    | OSDS   | Finance Services - Accounting                    |
| 37    | Josephine G. Villapando      | F | Administrative Assistant - II                     | OSDS   | Administrative Services - Cash                   |
| 38    | Robert Babatugon             | M | Administrative Assistant - II                     | OSDS   | Finance Services - Accounting                    |
| 39    | Marideth V. Ravelo           | F | Administrative Aide - VI                          | OSDS   | Administrative Services - Cash                   |
| 40    | Mia Madelette O. Martinez    | F | Administrative Assistant - III                    | OSDS   | Finance Services - Accounting                    |
| 41    | Leo Francis M. Portillo      | M | State Auditor IV                                  | COA    | Commission on Audit                              |
| 42    | Eddie Mariano E. Yu          | M | Auditor II  | COA    | Commission on Audit                              |
| 43    | Marilyn C. Fuentes           | F | State Auditor V                                   | COA    | Commission on Audit                              |
| 44    | Marco Perlo A. Encarnacion   | M | COA Staff   | COA    | Commission on Audit                              |
| 45    | Mark Michael S. Ybanez       | M | COA Staff   | COA    | Commission on Audit                              |
| 46    | Marissa Sulapas              | F | COA Staff   | COA    | Commission on Audit                              |
| 47    | Faith Wilza C. Mahinay       | F | Administrative Assistant - III                    | OSDS   | Human Resource Development                       |
| 48    | Margie Ophelia R. Paculanang | F | Administrative Officer IV                         | OSDS   | Records Section                                  |
| 49    | Ana Nijin S. Namuag          | F | Administrative Assistant - II                     | SGOD   |  |
| 50    | Medeline L. Busio            | F |   | SGOD   |  |





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"ANNEX C"

**ACTIVITY MATRIX**

**DAY 1**

| TIME             |      |                             | DATE      | PARTICULARS                              | RESOURCE PERSON           |
|------------------|------|-----------------------------|-----------|--|---------------------------|
| START            | END  | DURATION<br>(hours:minutes) |           |  |                           |
| 1:15             | 1:30 | 0:15                        | 05-Mar-18 | Arrival and Registration                 | Secretariat               |
| 1:30             | 1:35 | 0:05                        |           | Opening Prayer                           | AVP                       |
| 1:35             | 2:00 | 0:25                        |           | Welcome Message and Statement of Purpose | Florence E. Almaden, CESE |
| 2:00 P.M onwards |      |                             |           | COA Exit Conference Proper               | Leo Francis M. Portillo   |

Prepared by:

*Maureen Aristan*  
**MAUREEN ARISTAN**  
 Administrative Assisat III

Noted by:

*Ida B. Solloso*  
**IDA B. SOLLOSO, CPA**  
 Accountant III

APPROVED:

*Florence E. Almaden*  
**FLORENCE E. ALMADEN, CESE**  
 OIC- Schools Division Superintendent



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"ANNEX D"

**WORKING COMMITTEE**

| ROLE                        | TERMS OF REFERENCE (TOR)   | DESIGNATED PERSONNEL IN-CHARGE |                       |
|-----------------------------|--|--------------------------------|-----------------------|
|                             |  | (Leader)                       | (Member/s)            |
| Overall Activity Manager    | Oversee the preparation and conduct of the activity;<br>Constitute committees;<br>Orient committee members.<br>Prepare Activity Proposal;<br>Prepare Division Memorandum;<br>Procure cash advance for the operating expenses and process liquidation of the same;<br>Purchase and distribute materials / items needed.<br>Prepare and submit GAD Accomplishment Report (GAR) to the GAD Secretariat;<br>Prepare and submit completion report to the HRD; | Ida B. Solloso, CPA            | Maureen Aristan       |
| Secretariat                 | Facilitate the registration process;<br>Secure activity materials;<br>Check venue for amenities and provisions.  | Marideth Ravelo                | Josephine Villapando  |
| Documentation               | Take photographs and videos;<br>Report and submit, photographs and videos to Overall Activity Manager.   | Nazareth Requillo              |                       |
| Quality Assurance           | Checks compliance with NEAP standards  | Dr. Jeanit C. Besinga          |                       |
| Monitoring and Evaluation   | Conduct daily evaluation of the activity;<br>Report findings to the Management Team in the debriefing;<br>Submit Report to Overall Program / Activity / Project Manager;   | Jennifer Jovita                | Ms. Medeline L. Busio |
| Master of Ceremonies / Host | Follow the agenda and or activity matrix;<br>Ensure that the various sections of the occasion start and end on time.   | Mia Madelette O. Martinez      |                       |
| Decoration In-Charge        | Prepare, procure, and purchase materials needed;<br>Arrange and decorate the designated area.  | Mariella Essel B, Flores       | Maureen Aristan       |
| Tarpaulin In-Charge         | Layout design, procure, and print.   | Manuelita A. Argana            |                       |
| Certificate In-Charge       | Prepare, procure, and purchase materials needed;<br>Layout design and print.   | Janice E. Naig                 |                       |





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**"ANNEX D"**

|                                    |  |                  |
|------------------------------------|--|------------------|
| Equipment and or devices In-Charge | Prepare the equipment and or devices needed needed:<br><br>2 Piece(s) Microphone(s) with stand<br>2 Piece(s) White Board(s) with marker and eras<br>2 Piece(s) Extension wire(s) with multiple power<br>Quality sound system | Robert Babatugon |
|------------------------------------|--|------------------|

**General TOR:**

All Working Committee members must report to the Overall Activity Manager Team Leader and coordinate tasks within and with other committee.