Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 2 0 2026

OFFICE MEMORANDUM
FINANCE-2026-003

To: Assistant Regional Director
Chiefs of the Functional Divisions
All Others Concerned

CONDUCT OF ENTRANCE CONFERENCE FOR CY 2026 AUDIT OF ACCOUNTS AND OPERATIONS OF DEPED REGIONAL OFFICE NEGROS ISLAND REGION

1. This Office, through the Finance Division, will conduct an Entrance Conference for the CY 2026 Audit of Accounts and Operations of DepEd Regional Office Negros Island Region on **November 23, 2026, at 2:00 PM at Ms. Anne's Foodtown, Rovira Road, Bantayan, Dumaguete City**, in compliance with the official communication from the Commission on Audit (COA) Negros Island Region dated October 19, 2026.

2. This activity aims to establish mutual understanding, discuss audit thrusts and parameters, clarify document requirements and timelines, and foster transparency and fiscal accountability within the regional office structure.

3. All designated participants listed in the attached approved Activity Proposal are directed to attend the conference.

4. Attached is the copy of the approved Activity Proposal for detailed program schedules, list of participants, and logistics reference.

5. For inquiries, contact Ma. Jennifer P. Piodos, OIC-Chief Administrative Officer of the Finance Division at majennifer.piodos@deped.gov.ph.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As Stated
Incl: As Stated
To be indicated in the Perpetual Index
under the following subjects:

AUDIT FUNDS CONFERENCE REPORTS

Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: https://tinyurl.com/nir-gov-ph

ACTIVITY PROPOSAL

I. GENERAL INFORMATION

- **Activity Title:** Entrance Conference for the CY 2026 Audit of Accounts and Operations of DepEd Regional Office Negros Island Region
- **Target Date & Time:** November 23, 2026 | 2:00 P.M.
- **Venue:** Ms. Ann's Food Town (Rovira Road, Bantayan, Dumaguete City)
- **Proponent/Organizing Body:** DepEd Regional Office Negros Island Region in coordination with Commission on Audit (COA) NIR Cluster 5 Education and Employment
- **Target Participants:**

1.	Dr. Ramir B. Uytico, CESO III	-Regional Director
2.	Anthony H. Liobet JD, CESO V	-Asst. Regional Director
3.	Dr. Melvin M. Niñal	-CES, QAD
4.	Dr. Serafin G. Fariñas III	-CES, PPRD
5.	Dr. Sol Grace O. Timola	-CES, FTAD
6.	GL John C. Haro	-CES, CLMD
7.	Katherine Y. Sedillo	-CES, HRDD
8.	Ma. Jennifer P. Piodos	-OIC CAO, FD
9.	Ma. Lira Cynthia B. Quejada	-CES, ESSD
10.	Romeo S. Sanchez Jr.	-CAO, AD
11.	Atty. Ronald Villanueva	-Legal Unit
12.	Nathaniel E. Lajot Jr.	-ICT Unit
13.	Almyr Ceazar V. Dequiña	-PAU
14.	Manuel C. Sayson Jr.	-Budget
15.	Alleah Joy C. Geduriagao	-Budget
16.	Anne Margareth Busmeon	-Accounting
17.	Jean Mary Joy Abello	-Accounting
18.	Adorni G. Sanchez	-Administrative Division
19.	Ma. Alysa M. Rodriguez	-Cashier
20.	Mayleen Joy V. Fariñas	-BAC
21.	Engr. Reb Joshua P. Liobet	-ESSD
22.	Dr. Mishelle Gabas	-ESSD/SBFP Focal
23.	Bebce O. Gentilezo	-GAD Focal Person
24.	Abigail C. Bungcasan	-ORD
25.	COA Personnel	
26.	COA Personnel	
27.	COA Personnel	
28.	COA Personnel	
29.	COA Personnel	
30.	COA Personnel	

II. RATIONALE & BACKGROUND

In compliance with official communication from the Commission on Audit (COA) Negros Island Region dated October 19, 2026, an Entrance Conference is required prior to the execution of the Calendar Year 2026 audit for the accounts and operations of DepEd Regional Office NIR.

This conference serves as the official venue to establish mutual understanding, outline operational parameters, and coordinate requirements necessary for a seamless, transparent, and timely audit process.

III. OBJECTIVES

- To discuss the official audit scope, objectives, audit thrusts, and responsibilities of both the COA audit team and DepEd management.
- To clarify financial, logistical, and operational audit requirements and set timelines to facilitate timely audit execution.
- To foster strong institutional collaboration, transparency, and fiscal accountability within the newly established regional office structure.

IV. PROPOSED PROGRAM / INDICATIVE SCHEDULE

Time	Activity / Topic	Speaker / Responsible Party
2:00 PM - 2:30 PM	Arrival and Registration	Secretariat
2:30 PM - 2:35 PM	Opening Prayer & National Anthem	Secretariat
2:35 PM - 2:45 PM	Welcome Remarks & Introduction of Participants	Ramir B. Uytico, Ed.D., CESO III Regional Director, DepEd NIR
2:45 PM - 3:30 PM	Presentation of CY 2026 Audit Scope, Objectives, Auditor Responsibilities & Audit Thrusts	Katherine Z. Velez State Auditor V / Supervising Auditor, COA
3:30 PM - 4:00 PM	Management Presentation & Identification of Key Focal Persons	DepEd NIR ARD / Division Chiefs
4:00 AM - 5:30 PM	Open Forum & Coordination on Logistics, Submission Timelines, and Requirements	All Participants (Moderated by COA & DepEd Lead)
5:30 AM - 5:40 AM	Closing Remarks	Assistant Regional Director

V. BUDGETARY REQUIREMENTS & LOGISTICS

November 17, 2026 — Entrance Conference for the CY 2026 Audit of Accounts and Operations of DepEd Regional Office Negros Island Region

Particular	Amount Allocation	Total Cost
Meals, Snacks and Venue	₱500 x 30 pax	₱15,000.00
Sub-Total		**₱15,000.00**

VI. EXPECTED OUTPUTS

- Finalized and agreed-upon audit execution schedule and list of preliminary document submissions.
- Direct coordination channels established between COA auditors and DepEd functional section heads (Finance, BAC, Engineering, GAD, SBFP, etc.).
- Official Minutes of the Entrance Conference.

Prepared by:

MANUEL C. SAYSON JR.
OIC, Administrative Officer V – Budget

Recommending Approval:

MA. JENNIFER P. PIODOS
OIC, Chief Administrative Officer, Finance Division

Approved:

RAMIR B. UYTICO EdD, CESO III
Regional Director

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REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
NEGROS ISLAND REGION

National Government Audit Sector B
Cluster 5 - Education and Employment
Office of the Supervising Auditor
Provincial Satellite Audit Office, E.J. Blanco Drive, Piapi, Dumaguete City 6200

October 19, 2026

RAMIR B. UYTICO, ED.D., CESO III
Regional Director
Department of Education
Negros Island Region
Batinguel, Dumaguete City
Negros Oriental

Dear Director Uytico:

In connection with the conduct of the CY 2026 audit of the accounts and operations of the DepEd Regional Office Negros Island Region, an Entrance Conference is scheduled on November 9, 2026, at 2:30 P.M. Venue will be announced later.

The conference aims to discuss the audit scope, audit objective, auditor's responsibilities, agency's responsibilities, assistance from Management, and the audit thrusts. It will also provide an opportunity to clarify matters and coordinate the necessary arrangements to facilitate the timely and efficient conduct of audit.

In this regard, may we request your presence, together with the following officials and personnel:

1. Assistant Regional Director,
2. Accountant,
3. Administrative Officer,
4. Budget Officer,
5. Property/Supply Officer,
6. Engineer,
7. Cashier,
8. BAC Chairman,
9. GAD Focal Person,
10. SBFP Focal Person,
11. Other key officials and personnel not specifically mentioned above.

We look forward to your usual cooperation and assistance. Thank you.

Very truly yours,

COA Signed
2026-10-19
13:39:14

KATHERINE Z. VELEZ
State Auditor V
Supervising Auditor