



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 18, 2024

**OFFICE MEMORANDUM**

FD-2024- **582**

**COA ENTRANCE CONFERENCE**

To: **Ronelo Al K. Firmo**, Assistant Regional Director  
**Alma E. Suyom**, Chief, Finance Division  
**Fe M. Gerona**, Chief Accountant  
**Russel L. Resco**, Cashier  
**Gary Jay N. Calipayan**, Budget Officer III  
**Ma. Laura F. Paglinawan**, Supply Officer III  
**Rowena Vacal**, GAD Focal Person  
**Brent Christian Andrada**, DRRM Officer  
**Joy Bihag**, Unit Head LRMS  
**Jim Albert Lagado**, Unit Head ICT  
**Eva D. Rosales**, HRMO  
**Atty. Eleanor C. Calumpiano**, BAC Vice-Chairperson  
**Other Concerned Officials/Employees whose presence is likewise important**

1. This office, through the Finance Division, hereby announces the conduct of **COA ENTRANCE CONFERENCE** on **November 20, 2024** at **2:00 PM** at the **Convergence Zone, Office of the Regional Director**.
2. Expenses incurred relative to the conduct of this activity shall be charged to the FD fund subject to existing accounting and auditing rules and regulations.
3. Immediate dissemination of and compliance with this Office Memorandum is desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director *in* *fv*



FD-AS-MDT



Republic of the Philippines  
COMMISSION ON AUDIT  
Regional Office No. VIII  
*Office of the Audit Team Leader*  
Team R8-10, NGAS Cluster 5 – Education and Employment  
DepEd Regional Office No. 8, Candahug, Palo, Leyte



November 14, 2024

**EVELYN R. FETALVERO, CESO IV**  
Regional Director  
DepEd Regional Office No. VIII  
Gov't Center, Candahug, Palo, Leyte

Attention: *The Assistant Regional Director*  
*The Chief, Finance Division*  
*The Agency Chief Accountant*  
*The Agency Cashier*  
*The Budget Officer*  
*The Supply Officer*  
*The GAD Focal Person*  
*The DRRM Officer*  
*Representative from the BAC*  
*Other Concerned Officials/Employees whose presence is likewise important*

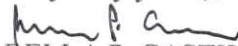
Ma'am:

In compliance with COA Resolution No. 2019-004 dated March 22, 2019, Adoption of Financial Audit Manual for the Commission on Audit, and before we formally commence the audit of the agency's financial transactions for CY 2024, we would like to have an ***Entrance Conference on November 21, 2024 at 2:00 PM at the Convergence Room, DepEd Regional Office No. VIII***, to discuss with you together with the concerned personnel of your agency the ***Terms of the Audit Engagement***, which include among others, the following: ***a) introduction of the Audit Team; b) audit thrust areas; c) audit objectives; d) audit approach and delivery methodology; e) audit scope; f) significant dates/milestones; g) audit outputs and administrative matters; and h) audit documents needed.***

We will appreciate your presence and that of the stated key personnel during the said conference and we look forward to fruitful discussions with all concerned in relation to the audit to be undertaken gearing towards for a more improve agency operations.

Thank you.

Very truly yours,

  
BELLA P. CASTILLO  
SA IV – Audit Team Leader

Copy furnished:  
Grace G. Diocampo  
Regional Supervising Auditor