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

November 11, 2025

**OFFICE MEMORANDUM**

FD-2025- 558

**CY 2025 COA ENTRANCE CONFERENCE**

To: Alma E. Suyom, Chief, Finance  
 Gladys J. Fabillo, SAO, Finance  
 Gary Jay N. Calipayan, Budget Officer III  
 Fe M. Gerona, Accountant III  
 Rosemarie M. Guino, Chief, Admin  
 Russel L. Resco, Cashier III  
 Eva D. Rosales, HRMO III  
 Ma. Laura Paglinawan, Supply Officer III  
 Cesar Verunque, Chief, QAD  
 Rachel R. Cuevas, GASTPE & VP Focal  
 Ryan Jay Bagon, Engineer III  
 Harvie D. Villamor, BAC Chairperson  
 Jim Albert Lagado, ITO  
 Rowena Vacal, GAD Focal  
 Brent Christian S. Andrada, DRRM Focal

1. Attached is a letter from Ms. Marivic A. Soriano, State Auditor IV, Audit Team Leader, COA-RO, announcing the conduct of **CY 2025 ENTRANCE CONFERENCE** on November 21, 2025, at 2:00 PM to be held at the Convergence Zone, Office of the Regional Director, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. Expenses incurred relative to the conduct of this activity shall be charged against the FD fund subject to existing accounting and auditing rules and regulations.
3. Immediate dissemination of and compliance with this Office Memorandum is desired.

**RONALO AL K. FIRMO CESO IV**

Assistant Regional Director  
 Officer-in-Charge  
 Office of the Regional Director

FD-AS-MDT



Address: Government Center, Candahug, Palo, Leyte  
 Telephone No.: (053) 832-5738  
 Email Address: region8@deped.gov.ph



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REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**  
**REGIONAL OFFICE NO. VIII**  
*NGAS 5 – Education and Employment Cluster*  
**Office of the Audit Team Leader, Team R8-10**  
DepEd Regional Office No. 8  
Government Center Candahug, Palo, Leyte

DEPARTMENT OF EDUCATION  
**RECEIVED**  
RECORDS SECTION REGIONAL OFFICE NO. VIII  
DATE: 11-06-25  
TRACKING #: 10825 TIME: 8:25 AM  
SIGNATURE: [Signature]

LR No.: DepEdRO8 25-002

Date: November 05, 2025

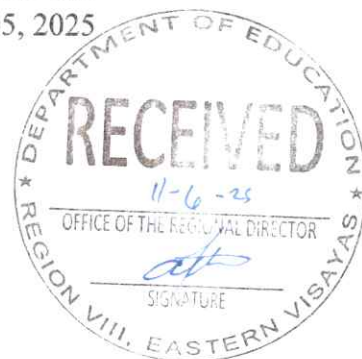
**LETTER-REQUEST (LR)**

**RONALO AL K. FIRMO, CESO IV**

Assistant Regional Director

Officer-In-Charge - Office of the Regional Director

Department of Education Regional Office No. VIII



**Dear Director Firmo,**

In connection with (a) item F (Assistance from Management) of the Engagement Letter dated October 6, 2025, received at your end on October 8, 2025, and (b) our audit of the CY 2025 accounts and operations of your agency, may we invite you to an **Entrance Conference**:

Date:	November 17, 2025 Monday
Time:	2:00 PM to 4:00 PM
Venue:	Convergence Zone, Office of the Regional Director, DepEd RO VIII

Durin the said Entrance Conference, we request for your presence or your authorized representative, and the presence of the following personnel or their respective authorized representatives:

Head of the Finance Division	Head of the Quality Assurance Division
Head of the Budget Unit	Focal Person of Government Assistance to Students and Teachers in Private Education (GASTPE) Senior High School (SHS) – Voucher Program (VP)
Head of the Accounting Unit	Head of the Education Facilities Section
Head of the Administrative Division	BAC Chairperson
Head of the Cash Unit	Head of the ICT Unit
Head of the Personnel Unit	Head of the Inventory Committee
Head of the Payroll Unit	Focal Persons of Gender and Development (GAD), Senior Citizens, and Persons With Disability
Head of the Property and Supply Unit	Focal Person of Disaster and Risk Reduction and Management

Thank you.

Sincerely,

[Signature]  
MARIVIC A. SORIANO

State Auditor IV, Audit Team Leader



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

November 11, 2025

**MARIVIC A. SORIANO**

State Auditor IV  
Audit Team Leader  
COA-DepEd  
Government Center, Candahug, Palo, Leyte

**Dear Ms. Soriano:**

This is in reply to your letter dated November 5, 2025, relative to the conduct of the Entrance Conference on November 17, 2025.

We respectfully request to reschedule the activity to November 21, 2025, 2-4 PM, as some of the identified officials and personnel already have prior confirmed activities on the original schedule.

We look forward to a favorable response on this request.

Thank you.

Very truly yours,

**RONALO AL K. FIRMO CESO IV**

Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

