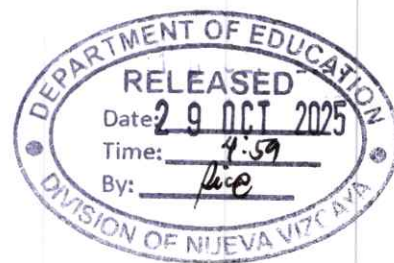




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA



October 29, 2025

DIVISION MEMORANDUM
No. 517, s. 2025

ATTENDANCE TO THE ENTRANCE CONFERENCE TO BE CONDUCTED BY THE COMMISSION ON AUDIT

To: Assistant Schools Division Superintendent
OIC, Chief Education Supervisor – CID
Chief Education Supervisor – SGOD
Public Schools District Supervisors/Districts-in-Charge
Public Secondary/Elementary School Heads
All others concerned

1. Pursuant to the COA Memorandum dated October 16, 2025 providing for the audit thrusts of the Department of Education for CY 2025, there is a need to conduct an Entrance Conference with the audited agency to facilitate the preparation and submission of mandated COA reports.
2. In view of the foregoing, an Entrance Conference with key personnel of all Implementing Unit schools under the Schools Division of Nueva Vizcaya will be held on **November 4, 2025 at 9:30 AM, SDO Conference Hall**.
3. The participants to the November 4, 2025 Entrance Conference shall be following:
 - a. School Head
 - b. Accountant/Bookkeeper
 - c. Supply Officer
 - d. Cashier/Disbursing Officer
4. A registration fee of P500 per participant shall be charged to the school MOOE, to defray the cost of the conference.
5. A separate Entrance Conference with the key personnel of the SDO Proper will be held on **November 20, 2025 at 9:30 AM, SDO Conference Hall**. Participants to this conference shall be determined at a later date.
6. This Activity is of utmost priority hence compliance is mandatory.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

10-2025-605



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