



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

June 6, 2023

DIVISION MEMORANDUM

No. 230, s. 2023

**ESTABLISHMENT OF THE MONITORING TEAM IN COMPLIANCE WITH AUDIT
OBSERVATION MEMORANDUM FOR THE FISCAL YEAR 2022**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit Heads
School Head/Principal concerned
All Others Concerned

1. In consonance to the conduct of the compliance with Audit Observation Memorandum for the Fiscal Year 2022, this Office is assigning the Monitoring Team as follows:

Norma P. Esteban, EdD., CESO V Schools Division Superintendent	Chairman
Cecilia E. Valderama, PhD. Assistant Schools Division Superintendent	Vice Chairman
Agnes M. Seifnezhad, CPA, MBA, CB Division Accountant	member
Aren A. Astoveza, CPA Budget Officer	member
Racquel I. Climaco Supply Officer II	member
Rona Jema R. Mercurio Cashier II	member
Angelina S. Manio, CPA, MPA Regional Supervising Administrative Officer	member

2. The schedule of activities are as follows:

Date	Activity	Output	Responsible Person
May 2 (Tue)	Meeting with the Senior Bookkeepers if IUs	1 st Quarter 2023 reconciled consolidated FS	Agnes Seifnezhad
May 3 (Wed)	Submission of Reconciled FS	Reconciled Consolidated FS to Regional Office	Agnes Seifnezhad, Angelica Del Moro, Maria Dolores P. Santos, Jhannis Mercado-Ramirez, Ma. Ana Liza Yabut,





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			Ruth Domingo
May 4 (Thu)	Reconciliation of Accounts Payable	Reconciled Accounts Payable and draft of answer to COA	Alvin Suriben, Regina Guilalas, Dan Panganiban
May 6 (Saturday)	Updating of Report on Physical Count of Property Count of Property, Plant and Equipment (RCPPE) and PPE Ledger Cards	Reconciled Property Cards by the Property and Supply Unit vis-à-vis PPE Ledger Cards of the Accounting Unit	Racquel I. Climaco, Dan Harvey D. Castro, Toby C. Alejandro
May 8 (Mon)	Checking and revisions (if there is any) of the Reconciled Property Cards and PPE Ledger Cards	Finalized Property Cards and PPE Ledger Cards (elementary, non-IUs, IUs)	Agnes M. Seifnezhad, Racquel I. Climaco, Dan Harvey D. Castro, Toby C. Alejandro
June 14 (Wed)	Presentation of the output to the Monitoring Team	Consolidated Financial Statements, Reconciled PPE and Accounts Payable	Agnes M. Seifnezhad

3. Monitoring Tool Checklist

- a. 1st Quarter 2023 reconciled consolidated FS
- b. April 2023 consolidated FS
- c. Reconciled Accounts Payable and draft of answer to COA
- d. General Ledger of Accounts Payable
- e. Report on Physical Count of Property Count of Property, Plant and Equipment (RCPPE)
- f. Property Cards
- g. Property, Plant and Equipment Ledger Cards

4. Expenses to be incurred in this activity are to be shouldered by Division MOOE Funds.

5. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit
June 6, 2023


NORMA P. ESTEBAN, EDD., CESO V
Schools Division Superintendent

