



Republic of the Philippines
Department of Education
Region V– Bicol



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

MEMORANDUM

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TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Unit Heads
All Others Concerned

FROM : **NYMPHA D. GUEMO**
Schools Division Superintendent

SUBJECT : **CREATION OF WORKING COMMITTEE DURING THE HOSTING OF SDO LIGAO CITY OF THE REGIONAL WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FINANCIAL ACCOUNTABILITY REPORT NOS. 1 AND 1-A FOR THE 1ST QUARTER OF CY 2026**

DATE : **March 31, 2026**

1. In connection with the Regional Memorandum No. 00408, s. 2026 dated March 16, 2026 entitled Regional Workshop on the Preparation and Consolidation of Financial Accountability Report Nos. 1 and 1-A for the 1st Quarter of CY 2026 to be hosted by this Division on April 6-9, 2026 at the Bernese Resort Hotel, the following are assigned to be part of the Working Committee.

- a. Monitoring and Evaluation - Angelo C. Quintan, SEPS
- b. Registration and Documentation – Aileen Q. Quides, Administrative Assistant III and Diane S. Petrache, Administrative Assistant I
- c. Food and Accommodation – Rudissa O. Espinosa, Procurement Officer II
- d. Welfare Officer – 1 Nurse

2. The presence and support of the working committee during the activity would be greatly appreciated.

3. Traveling expenses are chargeable against local funds subject to the usual budget, accounting and auditing rules and regulations.

4. For information and guidance of all concerned.