



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**OFFICE MEMORANDUM**

No. 029, s. 2024

**MEETING TO ADDRESS AUDIT OBSERVATIONS AND RECOMMENDATIONS  
FOR CALENDAR YEAR 2023**

To: Assistant Schools Division Superintendent  
Administrative Officer V / Legal Designate  
Accountant III  
Provident Fund Secretariat  
Administrative Officers IV (HR, Supply Office, Cash)  
Payroll Officer  
All others concerned

1. Audit of Calendar Year 2023 has been concluded with the issuance of the Management Letter (ML) and Summary of Audit Observations and Recommendations (SAOR) by the Commission on Audit thru Mrs. Rosemarie N. Madamba, State Auditor IV, Audit Team Leader.
2. In view of this, please attend a meeting on **June 26, 2024 at 3:00 o'clock** in the afternoon at the **SDO Conference Hall** to address the Audit Observations and Recommendations for Calendar Year 2023..
3. For your information and guidance.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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