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

October 27, 2025

DIVISION MEMORANDUM

No. 821, s. 2025

To: Division Accountant
Administrative Officer IV (Cashier)
Administrative Officer II (Non-IUs)
Administrative Assistant III (Senior Bookkeeper of Non-IUs)
Public Elementary and Secondary School Heads (Non-IUs)

COA NOTICE OF MEETING

1. In reference to the invitation from the Commission on Audit for a meeting on October 28, 2025 (Tuesday), at 10:00 a.m., your attendance is hereby requested for the said meeting at the Schools Division Office of Vigan City Conference Hall.
2. The meeting agenda is to disseminate information discussed by COA Audit Group regarding the submission of vouchers, liquidation reports, and other related matters.
3. This Memorandum shall serve as locator slips for the school participants.
4. Your usual cooperation is enjoined.

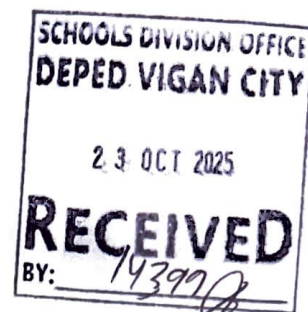

VILMA D. EDA, CESO V
Schools Division Superintendent





REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. I

NGAS Cluster 5 – Education and Employment
Office of the Auditor – Audit Team No. R1-16
DepEd Division of Vigan City, City of Vigan, Ilocos Sur



23 October 2025

MS. VILMA D. EDA, CESO V
Schools Division Superintendent
Schools Division Office of Vigan City
Mena Crisologo St., corner Rivero St.,
Brgy. IX, Vigan City, Ilocos Sur

Thru: **CHRISTOPHER MICHAEL T. GASMEN**
Accountant III

Ma'am:

In view of the Calendar Year (CY) 2025 audit of the Department of Education, Schools Division Office of Vigan City, we respectfully request a meeting with your good office on October 29, 2025 (Wednesday), at 10:00 a.m., to be held at the Schools Division Office of Vigan City.

We likewise request the presence of the Division Accountant, Cashier, Administrative Assistants/Officers assigned to the submission of liquidation reports of non-implementing units, and other concerned personnel.

The purpose of the meeting is to disseminate information discussed by our audit group regarding the submission of vouchers, liquidation reports, and other related matters.

Thank you and best regards.

Very truly yours,

ROSEMARIE N. MADAMBA
State Auditor IV
Audit Team Leader