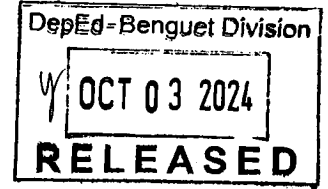




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Schools Division of Benguet  
Wangal, La Trinidad, Benguet



October 2, 2024

Division Memo No. 348 s. 2024

**CONDUCT OF COA CY 2024 ENTRANCE CONFERENCE OF IMPLEMENTING UNITS (IU's) OR HIGH SCHOOLS WITH COMPLETE SET OF BOOKS**

**TO:** School Heads  
Bookkeeper  
Cashier/Disbursing Officer  
Supply/Property Officer  
Administrative Officer  
Implementing Units (IU's) or Schools with Complete Set of Books

To ensure a smooth flow of activities, there will be a **CY 2024 COA Entrance Conference of Implementing Units (IUs) or High Schools with Complete set of Books** at the **Calajo Foodhouse, Km. 6, La Trinidad, Benguet** on **October 10, 2024 @ 8:00 AM**.

The activity primarily aims to declare the expectations of the Audit Team from the management of the school, in regard to audit objectives, schedules, testing and reporting of audit results, and other areas of concern.

Participants to this activity are the School Heads, Bookkeeper, Cashier/Disbursing Officer, Supply/Property Officer, Administrative Officer of the implementing units (IUs) or high schools with complete set of books.

Meals and snacks will be provided chargeable against school MOOE. Travel and incidental expenses incurred by the participants relative to this activity shall be charged to local funds / MOOE subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is desired.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director and concurrent  
Officer-in-Charge  
Office of the Schools Division Superintendent