



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

SCHOOLS DIVISION OFFICE OF BATAAN

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Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100



January 16, 2020

DIVISION MEMORANDUM

No. 026, s. 2020

CREATION OF INTERNAL CONTROL UNIT FOR CLRAA 2020

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
All Others Concerned

1. SDO Bataan will be conducting a localized training and quartering on January 30, 2020 to February 20, 2020 at San Ramon Elementary School and Dinalupihan Elementary School in the preparation for the upcoming **Central Luzon Regional Athletic Association (CLRAA) Meet 2020** on February 22-28, 2020 at Iba, Zambales which aims to enhance athlete's performance and develop physical and psychological condition; promote camaraderie and teamwork among the selected athletes; and inculcate values and discipline to athletes and coaches in the performance of sports competition.
2. Per Budget Proposal entitled Palarong Pampook 2020, the Department of Education – Schools Division Office of Bataan has been given from the Provincial Capitol of Bataan the following amount for the following purpose for the conduct of upcoming CLRAA Meet 2020;

A. Food	- Php. 9,472,000.00
B. Transportation Allowance	- 221,250.00
C. CLRAA Allowance	- 1,221,500.00
D. Gas Allowance	- 5,750.00
E. Tune Up Games	- 80,000.00
F. Financial Allowance	- 40,000.00
G. Transportation (Rental)	- 940,000.00
H. Medical	- 359,400.00
I. Donation	- 50,000.00
J. Insurance	- 37,650.00
TOTAL	Php.12,427,550.00

“WE MOULD HEROES”

VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully in building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

QUALITY POLICY

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



ISO 9001: 2015 CERTIFIED



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3. **Proponents** of the activity shall be responsible for the timely completion and submission of correct and accurate attachment for Cash Advance, direct payment and Liquidation Reports, as per COA Circular 2012 – 001 which states that claims against government funds shall be supported with complete documentation. No Cash Advance or direct Payment shall be granted without the complete and necessary documentary requirements.
4. In this regard, this Office creates an **Internal Control Unit (ICU)** in order to streamline the processes and ensure proper compliance with the requirements. It will be represented by personnel designated from the Accounting Unit and Bids and Awards Committee with their corresponding functions:

Accounting Unit:

- Arlene A. Antonio
- Merlie Anne L. Cayan
- Danamari C. Rubiano
- KC Mae A. Cabrejas

The following names mentioned above as part of the ICU will be responsible in giving the Checklist of Documents needed for the complete attachment of Cash Advances, direct payments and Liquidations. They will also be tasked to ensure the correctness and completeness of documents submitted.

Bids and Awards Committee:

- Romina M. Velasco
- Bryan M. Santos
- Charmaine Loise T. Dizon

The following names mentioned above as part of the ICU will be working with the inspectorate team and is responsible on seeing to it that the procurement process as stated in RA 9184 are carried out appropriately and observed by the Bids and Awards Committee.

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

ROMEO M. ALIP, Ph.D., CESO V
Schools Division Superintendent

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