



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

APR 30 2024

DIVISION MEMORANDUM

No. 188, s. 2024

ENTRANCE CONFERENCE FY 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Administrative Officers V (Personnel, Budget, Planning)
Administrative Officer IV (Cash, Supply, Records, HRMO)
Accountant III (SDO, BHSA)
Engineer III
Attorney III
IT Officer
Administrative Officer II, Payroll Unit Head
GAD Coordinator
DRRM Coordinator
Director II, BHSA
Secondary Principals – Fiscally Autonomous School
Senior Bookkeepers – Fiscally Autonomous School
Accountant I – Bataan School of Fisheries
Disbursing Officers – Fiscally Autonomous School
Elementary Principals – Non-Fiscally Autonomous School
Secondary Principals – Non-Fiscally Autonomous School
SDO Finance Team
COA Auditors and Personnel
All Others Concerned

1. This Office announces that the Entrance Conference FY 2024 is to be held on May 7, 2024, from 9:00 a.m. onwards at Bulwagan ng mga Bayani at Banal, SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.
2. This activity aims to:
 - a. communicate audit thrust areas, scope, and audit approach & methodology to the management;
 - b. guide management on the significant activities, dates, and offices involved during the audit;
 - c. obtain management's comments on audit outputs; and



Kabukiran, Calaylayan, Abucay 2114 Bataan

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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 200-100

PHILIPPINE QUALITY AWARD
QUALITY MANAGEMENT SYSTEM
2023



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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

- d. facilitate administrative matters, documents needed, and other concerns to the management.
3. A registration fee of **Three Hundred Thirty Pesos (P330.00)** shall be collected from each participant to cover the meal expenses.
4. Attached is the list of participants and the training matrix.
5. Attendance is earnestly desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

To be indicated in the Perpetual Index
under the following subjects:

AUDIT POLICY
FUND RULES AND REGULATIONS
PROCEDURE

/FS1/FS24



Republic of the Philippines
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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

ENTRANCE CONFERENCE FY 2024

List of Participants

NO.	NAME	DESIGNATION	STATION
1.	Carolina S. Violeta, EdD, CESO V	Schools Division Superintendent	SDO Bataan
2.	Armando C. Capili, EdD	Assistant Schools Division Superintendent	SDO Bataan
3.	Milagros M. Peñaflor, PhD	Chief Education Supervisor, CID	SDO Bataan
4.	Ramon C. Perez	Chief Education Supervisor, SGOD	SDO Bataan
5.	Pilar C. Ignacio	Administrative Officer V, Personnel	SDO Bataan
6.	Rhodora C. Ganzon	Administrative Officer V, Budget	SDO Bataan
7.	Perlie Ann T. Samonte	Administrative Officer V, Planning	SDO Bataan
8.	Rosalie Joy G. Trinidad	Administrative Officer IV, Cash	SDO Bataan
9.	Ethel Joyce S. Bartolome	Administrative Officer IV, Supply	SDO Bataan
10.	Lorena L. Inlong	Administrative Officer IV, Records	SDO Bataan
11.	Liza M. Manuel	Administrative Officer IV, HRMO	SDO Bataan
12.	Myra V. Dilig	Accountant III	SDO Bataan
13.	Mark Jenro R. Gaor	Accountant III	BHSA
14.	Engr. Merck Bryan A. Gragasin	Engineer III	SDO Bataan
15.	Marieglo G. Damocles	Attorney III	SDO Bataan
16.	Roberto Luneta	Medical Officer III	SDO Bataan
17.	Richard S. Alboro	IT Officer	SDO Bataan
18.	Jobelle S. Antonio	Administrative Officer II, Payroll Unit Head	SDO Bataan
19.	Raymund Joseph V. Mendoza	GAD Coordinator	SDO Bataan
20.	Gerald Lingad	DRRM Coordinator	SDO Bataan
21.	Atty. Bryan M. Santos	Director II	BHSA
22.	Paul John D. Dimla	Administrative Assistant III	SDO Bataan
23.	Renato Mylon N. De Guia	Administrative Assistant III	SDO Bataan
24.	Marvie D. Santos	Administrative Assistant III	SDO Bataan
25.	Ahlene Kaye M. Matilde	Administrative Assistant III	SDO Bataan
26.	Mary Anne Gay L. Roque	Administrative Assistant III	SDO Bataan
27.	Pamela D. Dela Rosa	Administrative Assistant III	SDO Bataan
28.	Jenevei J. Acar	Administrative Assistant III	SDO Bataan
29.	Bernadette Joyce M. Magat	Administrative Assistant III	SDO Bataan
30.	Rochelle Vi C. Langaman	Administrative Assistant III	SDO Bataan



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

31.	Diane Rose C. Bautista	Administrative Assistant III	SDO Bataan
32.	Mylene R. Alcantara	Administrative Assistant III	SDO Bataan
33.	Romina D. Velasco	Administrative Assistant III	SDO Bataan
34.	Krizza Marie S. Lopez	Administrative Assistant III	SDO Bataan
35.	Maria Fe P. Martonito	Administrative Assistant III	SDO Bataan
36.	Louise Anne Q. Samonte	Administrative Assistant III	SDO Bataan
37.	Erwin C. Cabana	Administrative Aide VI	SDO Bataan
38.	Sarah Joy M. Sioson	Administrative Aide IV	SDO Bataan
39.	Mariel C. Cabutaje	Administrative Aide IV	SDO Bataan
40.	Gleciera C. Mateo	School Principal II	Balsik NHS
41.	Marijoy B. Mendoza	School Principal III	BSF
42.	Reynaldo B. Visda	School Principal II	B. Camacho NHS
43.	Dave D. Basto	School Principal I	E.C. Bernabe NHS
44.	Arcele F. Servera	School Principal I	Hermosa NHS
45.	Aida P. Capili	School Principal III	JC Payumo Jr. MHS
46.	Jennifer S. Dominguez, EdD	School Principal II	JEAG
47.	John R. Quiroz	School Principal I	Lamao NHS
48.	Frederick Y. Simbol	School Principal IV	Limay NHS
49.	Omar G. Magcalas	School Principal IV	Luakan NHS
50.	Marlene G. Lulu, EdD	School Principal I	Magsaysay NHS
51.	Ludivina S. Omania	School Principal III	MNHS - Cabcaban
52.	Cesar L. Valenzuela	School Principal IV	MNHS - Poblacion
53.	Gemma Teresa P. Cabreros, EdD	School Principal IV	Morong NHS
54.	Arlene M. Matilde	School Principal II	Orani NHS
55.	Myrna E. Castillo, PhD	School Principal III	P. Roman NHS
56.	Ara S. Velasco, EdD	School Principal III	Pagalanggang NHS
57.	Mercelita D. Diwa	School Principal II	Samal NHS
58.	Rose Anne C. Perez	Head Teacher III	Pelagio Rubiano ES
59.	Ana Liza V. Dominguez	School Principal I	Abucay North ES
60.	Emily D.R. Mendoza	School Principal IV	Tomas Pinpin MES
61.	Villamor B. Magat	School Principal I	Mabatang NHS
62.	Mary Ann S. Valdez	Head Teacher III/ OIC-School Head	Paysawan ES
63.	Joel B. Vargas	School Principal I	Saysain ES
64.	Jessica A. Torres	School Principal II	Bagac ES



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

65.	Melody P. Del Rosario	School Principal II	Bagac NHS-Parang
66.	Neila D. Toledo	School Principal I	Old San Jose ES
67.	Renato M. Dimalanta	School Principal II	New San Jose ES
68.	Jane D. Robles	School Principal IV	Dinalupihan ES
69.	Edgardo Jesus S. Basa II	School Principal II	Sta Lucia NHS
70.	Elisa S. Ramos	School Principal I	Kataasan ES
71.	Miralou T. Garcia	School Principal III	Pinulot ES
72.	Ma. Fe Teresaa T. Penaflor	School Principal III	San Ramon ES
73.	Odielon O. Gamboa	School Principal I	Luakan NHS Annex-JHS
74.	Erwin T. Terrible	Head Teacher III	Parapal ES
75.	Erlinda S. Custorio	School Principal III	Casupanan ES
76.	Rosario S. Canlas	School Principal II	Hermosa ES
77.	Jasmin A. Felipe	Head Teacher III	Sumalo IS
78.	Mirasol Tabarangao	School Principal II	Duale ES
79.	Dexter V. Fernandez	Head Teacher III	St. Francis-Bacong ES
80.	Basilisa Icasiano	School Principal IV	Limay ES
81.	Jenelyn E. Sibayan	School Principal I	St. Francis JHS
82.	Kristine Joy C. Matilla	Head Teacher I	Marina Bay ES
83.	Elda E. Afable	School Principal II	Lucanin ES
84.	Noel T. Lagman	School Principal III	Antonio G. Llamas ES
85.	Jerry C. Perello	School Principal I	MNHS Alasasin
86.	Leovigildo E. Domingo Jr.	School Principal I	Kanawan IS- Elem
87.	Gemalyn T. Barquin	School Principal III	Nagbalayong ES
88.	Ma. Cecilia L. Paguio	School Principal III	Morong ES
89.	Norma N, Mariano	School Principal II	Nagbalayong NHS
90.	Hilda D. Sayson	Assistant School Principal II	Legua IS - Elem
91.	Jeferson John P. Basto	Head Teacher III	Pulo IS - Elem
92.	Jeffrey V. David	School Principal II	Orani North ES
93.	Lorinda R. Poblete	School Principal IV	ONHS Parang Parang JHS
94.	Maria Corazon M. Alarcon	School Principal I	Eva Aeta ES
95.	Jhenie R. Agustin	School Principal I	Sabatan ES



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

96.	Irene B. Angeles	School Principal II	Arellano ES
97.	Jennifer S. Dominguez	School Principal II	Udyong NHS
98.	Amelia F. Retuta	School Principal I	Pantingan ES
99.	Janny L. Manla	Assistant School Principal II	Diwa ES
100.	Joseph Ralph S. Dizon	School Principal I	Pilar ES
101.	Angelo R. Basilio	School Principal III	Dr. Victoria B. Roman NHS - JHS
102.	Maria Ailene L. Libao	Head Teacher III	Asuncion Consunji MES
103.	Virginia S. Macabuhay	School Principal I	Samal South ES
104.	Charito D. Corpus	School Principal II	Samal North ES
105.	Troy B. Villasol	School Principal II	Samal NHS - Annex
106.	Angelina A. Amistoso	Administrative Assistant III	Balsik NHS
107.	Rosario B. De Leon	Accountant I	BSF
108.	Maria Yvette F. Tria	Administrative Officer II	B. Camacho NHS
109.	Gemma M. Sagun	Administrative Assistant III	E.C. Bernabe NHS
110.	Regina Aleisandra R. Bustillos	Administrative Assistant III	Hermosa NHS
111.	Edjean F. Madrigal	Administrative Assistant III	JC Payumo Jr. MHS
112.	Robin James P. Atienza	Administrative Assistant III	JEAG
113.	Annabel A. Galicia	Administrative Assistant III	Lamao NHS
114.	Angie Rose B. Cayanan	Administrative Assistant III	Limay NHS
115.	Anjella B. Arceo	Administrative Assistant III	Luakan NHS
116.	Rossana S. Soriano	Administrative Assistant III	Magsaysay NHS
117.	Princess Love L. Meriño	Administrative Assistant III	MNHS - Cabcaban
118.	Myrna B. Tihim	Administrative Assistant III	MNHS - Poblacion
119.	Kriza L. Loyola	Administrative Assistant III	Morong NHS
120.	Rhea Katrina P. Dumalag	Administrative Assistant III	Orani NHS
121.	Leo S. Muñoz	Administrative Assistant III	P. Roman NHS
122.	Mary Rose I. Salonga	Administrative Assistant III	Pagalanggang NHS
123.	Rosalie T. Toledo	Administrative Assistant III	Samal NHS
124.	Edwin B. Manalad	Administrative Assistant II	Balsik NHS
125.	Melody B. Marquez	Cashier I	BSF
126.	Jonnalyn V. Ortega	Administrative Assistant II	B. Camacho NHS
127.	Nhorleen G. Dimarucot	Administrative Assistant II	E.C. Bernabe NHS
128.	Jerome L. Aguilar	Administrative Assistant II	Hermosa NHS



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 CSC Resolution No. 1001102



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129.	Maria Mimosa R. Mesina	Cashier I	JC Payumo Jr. MHS
130.	Maria Linda L. Baylosis	Administrative Assistant II	JEAG
131.	Roberto C. Delos Reyes	Administrative Assistant II	Lamao NHS
132.	Rhoda P. Parcon	Administrative Officer II	Limay NHS
133.	Helen S. Padilla	Administrative Officer II	Luakan NHS
134.	Melanie I. Simsuangco	Administrative Assistant II	Magsaysay NHS
135.	Maria Cecilia D. Timpog	Administrative Assistant II	MNHS - Cabcaban
136.	Reynaldo S. Rubia	Administrative Assistant II	MNHS - Poblacion
137.	Maricel A. Aloquina	Administrative Assistant II	Morong NHS
138.	Ronnie D. Dela Cruz	Administrative Assistant II	Orani NHS
139.	Marisol B. Cunanan	Administrative Assistant II	P. Roman NHS
140.	Ruby G. Magcalas	Administrative Assistant II	Pagalanggang NHS
141.	Annalina S. Estrella	Administrative Assistant II	Samal NHS



Republic of the Philippines
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 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

ENTRANCE CONFERENCE FY 2024

Training Matrix

Time	Activity	
8:30 a.m. – 9:00 a.m.	<i>Arrival of Participants Registration</i>	Registration Committee
9:00 a.m. – 9:10 a.m.	<i>Opening Program National Anthem Prayer</i>	AVP
9:10 a.m. – 9:20 a.m.	<i>Opening Remarks</i>	CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent
9:20 a.m. – 12:00 p.m.	<i>Discussion of:</i> <ul style="list-style-type: none"> ➤ <i>Audit Thrust Areas</i> ➤ <i>Audit Scope</i> ➤ <i>Audit Approach and Methodology</i> ➤ <i>Audit Outputs</i> 	MARICEL YAP-SOBREVIÑAS State Auditor IV / Audit Team Leader LOUIE ARTH P. REYES State Auditor I / Audit Team Member
12:00 p.m. – 1:00 p.m.	LUNCH BREAK	
1:00 p.m. – 2:30 p.m.	<i>Discussion of:</i> <ul style="list-style-type: none"> ➤ <i>Offices Involved and Linkages</i> ➤ <i>Significant Dates and Milestones</i> ➤ <i>Administrative Matters</i> ➤ <i>Audit Documents</i> 	MARICEL YAP-SOBREVIÑAS State Auditor IV / Audit Team Leader LOUIE ARTH P. REYES State Auditor I / Audit Team Member
2:30 p.m. – 3:00 p.m.	HEALTH BREAK	
3:00 p.m. – 4:30 p.m.	<i>Other Matters</i>	MARICEL YAP-SOBREVIÑAS State Auditor IV / Audit Team Leader LOUIE ARTH P. REYES State Auditor I / Audit Team Member
4:30 p.m. – 5:00 p.m.	<i>Acknowledgment</i>	



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CSC PRIME HRM BRONZE AWARD
 CSC Resolution No. 201710
 COMMITMENT TO
 QUALITY MANAGEMENT LEVEL 0
 2024



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. III
National Government Audit Sector
Cluster 5 – Education and Employment
Government Center, City of San Fernando, Pampanga
Telefax No. (045) 455-42-71

DEPARTMENT OF EDUCATION
Schools Division Office of Bataan
Abucay, Bataan
CY 2024 Audit

ENTRANCE CONFERENCE AGENDA (ECA)

DATE: May 07, 2024
TIME: 9:00 A.M.
VENUE: Bulwagan ng mga Bayani at Banal
Schools Division Office of Bataan

A. THE AUDIT TEAM

Imelda S. Latay - OIC-Regional Supervising Auditor
Maricel Yap Sobreviñas - Audit Team Leader
Louie Arth P. Reyes - Audit Team Member

B. AUDIT THRUST AREAS

The audit shall focus on the following areas:

- 1) Review of Financial Statements
- 2) Critical Accounts for Audit
 - Cash
 - Cash Advances
 - Advances to Department of Budget and Management – Procurement Service (DBM-PS)
 - Receivables
 - Inventories
 - Prepayments
 - Investments
 - Property, Plant, and Equipment
 - Other Payables
 - Revenue
- 3) Audit of Agency Appropriations and Utilization
- 4) Audit of Funds Received and Transferred

- 5) Audit of Covid -19 Funds (regardless of fund source but to specify the source whether released under RA No. 11469 (Bayanihan Heal as One Act), RA No. 11494 (Bayanihan to Recover as One Act), agency budget or other sources
- 6) Marawi Funds
- 7) National Task Force to End Local Communist Armed Conflict (NTF-ELCAC) Funds
- 8) National Disaster Risk Reduction and Management Fund (NDRRMF)
- 9) Climate Change Expenditure Tagging
- 10) Significantly / Controversial Media items/Issues and subject/s of legislative inquiry
- 11) Programs/Projects not audited for a long time
- 12) Abandoned projects or with terminated contracts (to include specifically those projects with unrecouped advance payments)
- 13) Audit of Funds and Activities for Gender and Development (GAD), Senior Citizens and Differently-Abled Persons
- 14) Government Procurement Reform Act (RA No. 9184) and its Revised Implementing Rules and Regulations (R-IRR)
- 15) Program/Projects/Activities (PPAs) Evaluation with Emphasis on Financial and Compliance Audit
- 16) Inclusion of evaluation/audit observation on Other Audit Areas
 - Irregular/unnecessary/Excessive/Extravagant and Unconscionable Expenditures
 - Payments of casuals, job orders, contractual and consultants pursuant to COA Memorandum No. 2012-010 dated October 17, 2012
 - Compliance with CSC-COA-DBM Joint Circular No. 1. series 2017, as amended by CSC-COA-DBM JC No. 1 series 2018, on the Rules and Regulations Governing Contract of Services (CO) and Job Orders (JO) Workers in the Government
 - Enforcement of COA Disallowances and Charges as prescribed in COA Memorandum No. 2009-084 dated November 16, 2009
 - Compliance with Tax Laws-BIR Revenue Regulations No. 2-98 issued on May 17, 1998, Government Service Insurance System (GSIS) Act of 1997 – RA No. 8291, Property Insurance Law – RA No. 656 as amended by PD No. 245 dated July 13, 1993, Home Development Mutual Fund (HDMF) Law of 2009 – RA No. 9679, and Supreme Court Decisions on Disbursement Acceleration Program (DAP) and Priority Development and Assistance Fund (PDAF)
 - Enforcement and Settlement of Suspension, Disallowance and Charges
- 17) Review of Department Orders/Resolutions/Other Relevant Issuances
- 18) Follow-up of Implementation of Prior Years' Audit Recommendations

C. AUDIT SCOPE

The audit shall cover the financial transactions and operation of the Department of Education (DepEd) – Schools Division Office of Bataan funded by regular

appropriations, fund transfers from various agencies, trust fund and foreign assistance for the period January 1, 2024 to December 31, 2024.

D. AUDIT APPROACH AND METHODOLOGY

The general audit processes shall be as follows:

1. Obtain/Update understanding of DepEd operations, its critical processes and information flow.
2. Evaluate the adequacy and effectiveness of financial and management controls, including compliance with government prescribed policies and procedures.
3. Evaluate effectiveness of existing controls by performing test of controls using selected samples.
4. Perform substantive test of transactions.
5. Proceed with the execution phase on significant and material accounts

E. AUDIT OUTPUTS

1. Audit Observation Memoranda (AOM) to communicate significant deficiencies/observations and material weaknesses noted during the audit
2. Notice of Suspension/Disallowances and/or Charges, if warranted
3. Management Letter consolidating the audit observations and recommendations contained in the AOMs and incorporating management comments, where applicable

F. OFFICES INVOLVED AND LINKAGES

1. Office of the Schools Division Superintendent
2. Administrative/Human Resource Management
3. Finance Unit
4. Property/Supply Unit
5. Elementary School, Junior & Senior High School and Autonomous High Schools

G. SIGNIFICANT DATES AND MILESTONES

The audit shall be guided by the following timetable.

Particular Dates	Target Dates
Entrance Conference	May 07, 2024
Audit Execution	May 08, 2024 to January 31, 2025
Last day of issuance of AOMs	January 31, 2025
Last day of receipt of Management Comments	15 days after the receipt of AOM
Exit Conference	February 17, 2025
Issuance of the Management Letter	February 28, 2025

H. ADMINISTRATIVE MATTERS

To facilitate the conduct of the audit, the team requests management's cooperation and assistance on the following:

- Assignment of focal person/s to facilitate meetings and requests relative to audit;
- Preparing schedules or analyses and providing needed documents;
- Conferring with your officials and staff to facilitate understanding of the agency operation;
- Response to audit queries, questionnaires and audit memoranda on or before the date specified therein;
- Access to the work of internal auditors to facilitate review of internal control and risk assessment related to the audit of financial transactions; and
- Facilitating requirements of the audit team to conduct field inspections and observations.

I. AUDIT DOCUMENTS

To facilitate the conduct of the audit, the team requests management to provide the following documents:

Report/Document	Deadline of Submission to the Office of the Auditor
1. Transaction Reports	
a) Journal Entry Vouchers (JEVs)	On the 10 th day after end of each month
b) Disbursements Vouchers (DVs) with Advice to Debit Account (ADA)	On the 10th day after end of each month
c) Report of Checks Issued (RCI)	On the 10th day after end of each month
d) Payroll	On the 10th day after end of each month
e) Liquidation Vouchers	On the 10th day after end of each month
f) Advanced Copy of Purchase Orders (POs) and Contracts	Within 5 days from date of execution/perfection
2. Financial Reports	
a) Trial Balance	On the 10th day after end of each month
b) Financial Statements	On the 10th day after end of each month
c) General Journal	On the 10th day after end of each month
d) Check Disbursement Journal (CDJ)	On the 10th day after end of each month
e) Cash Receipts Journal (CRJ)	On the 10th day after end of each month

Report/Document	Deadline of Submission to the Office of the Auditor
f) Budget and Financial Accountability Reports (BFARs)	On the 30th day after end of each quarter
3. Others	
a) Monthly Report of Cash Advance Granted and Liquidated	On the 10th day after end of each month
b) Status of Unliquidated Cash Advances, Fund Transfers and Other Receivables	Within 15 days after the end of each semester
c) Bank Reconciliation Statement (BRS)	On the 10th day after end of each month with snapshot, on the 15 th with bank statement
d) Enhanced Quarterly Report of the Publicized Government Projects, Programs and Activities (GPPAs)	On the 3 rd day of after end of each quarter
e) Report on Actual MOOE provided by the Audited Agency	July 25th of each year for the 1 st semester and January 25th of each year for the 2 nd semester
f) Report on Physical Count of Property, Plant and Equipment	January 31st of the following year
g) Report on Physical Count of Inventories	July 25th of each year for the 1 st semester and January 25th of each year for the 2 nd semester
h) Accomplishment Report – Gender and Development	January 31st of the following year
i) Accomplishment Report – Senior Citizens and Persons with Disability	January 31st of the following year
j) Agency Action Plan and Status of Implementation (AAPSI)	Within 60 days from receipt of ML

Prepared by:

Approved by:


MARICEL YAP SOBREVÍNAS
 Audit Team Leader


IMELDA S. LATAY
 OIC-Regional Supervising Auditor