



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

**OFFICE MEMORANDUM**

No. 06, s. 2026

**TO** : All Concerned Unit Heads and Administrative Personnel  
**FROM** : **CAROLINA S. VIOLETA, EdD., CESO V**  
Schools Division Superintendent *of*  
**DATE** : January 23, 2026  
**SUBJECT** : *Headcount of Job Order (JO) and Contract of Service (COS) Personnel*

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1. Pursuant to the official request of MARICEL YAP SOBREVIÑAS, State Auditor IV and Audit Team Leader of the Commission on Audit (COA) Regional Office III, this Office shall conduct a **comprehensive headcount of all Job Order (JO) and Contract of Service (COS) personnel** under the Schools Division Office of Bataan.

2. The headcount is scheduled as follows:

**Date:** January 26, 2026 (Monday)

**Time:** 10:00 AM

**Venue:** Bulwagan ng mga Bayani at Banal, Balanga City, Bataan

3. All concerned personnel are directed to ensure the following:

**3.1 Physical presence** of all JO and COS personnel at the venue on the scheduled date and time.

**3.2 Submission of updated list** of JO/COS personnel per office/unit, indicating:

- o Full name
- o Office assignment
- o Role/Function
- o Position title
- o Brief remarks on performance and contribution

**3.3 Coordination with the Administrative Unit** for consolidation and validation of data prior to the headcount, by filling out the attached google sheet link at <https://bit.ly/SDOTN-JOS-COS>.

4. This activity forms part of COA's audit procedures in preparation for the 2025 Management Letter. Your full cooperation is expected and appreciated.

5. Strict compliance with this Memorandum is earnestly desired.



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**COMMISSION ON AUDIT**  
Regional Office No. III  
NGS-5A, G and C Audit Team R3-18  
Schools Division Office of Bataan  
Kabukiran, Calaylayan, Abucay, Bataan

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January 21, 2026

Ms. CAROLINA S. VIOLETA, EdD, CESO V  
Schools Division Superintendent  
Department of Education  
Schools Division Office of Bataan  
Kabukiran, Calaylayan, Abucay, Bataan

Dear Superintendent Violeta

Subject: Request for Headcount of Job Orders/Contract of Service

I hope this letter finds you well. As part of our ongoing efforts to prepare the Management Letter for CY 2025 and to ensure the effective and efficient management of our human resources, I am writing to formally request a comprehensive headcount of Job Orders (JOs) and Contract of Service (COS) of the DepEd Schools Division Office of Bataan. We would like the headcount to be conducted on January 26, 2026, 10:00 AM at Bulwagan ng mga Bayani at Bahal.

To facilitate this request, we kindly ask that the headcount include the following details:

1. Total number of JOs/COS currently employed.
2. Breakdown of JOs/COS by office assignment.
3. Position titles and roles of the JOs/COS.
4. Length of service of each JOs/COS.
5. Any pertinent information regarding the performance and contribution of the JOs/COS.

Thank you for your attention to this matter. We greatly appreciate your cooperation and look forward to your prompt response.

Very truly yours,

MARICEL V. SOBREVIÑAS  
State Auditor IV  
Audit Team Leader