



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
 DATE: March 19, 2026
 TIME: 4:59 pm
 SIGNATURE:

Office of the Schools Division Superintendent

18 MARCH 2026

Division MEMORANDUM
 No. 109, s. 2026

CORRIGENDUM TO DM NO. 95, s. 2026 "CONDUCT OF COA EXIT CONFERENCE FOR CY 2025 AUDIT"

To: Assistant Schools Division Superintendent
 Division Key Officials
 Secondary IUs School Principal
 All Other Concerned

1. This is to inform that the "Conduct of COA Exit Conference for CY 2025 Audit" will be held at **Shacene Pension House and Restaurant, Mabua, Tandag City on March 24, 2026 at 8:30am**. All concerned participants are hereby advised to be present at the said venue on time.
2. All Implementing Units' Senior Bookkeepers, Disbursing Officers, and Supply Officers/Property Custodians are hereby required to attend and participate physically in the said activity. Traveling expenses to be incurred in relation to this activity shall be charged against the School MOOE funds, subject to the usual accounting and auditing rules and regulations.
3. See attached Annex A for the updated list of participants.
4. All other provisions under DM No. 95, s. 2026 are still enforced.
5. Please be guided accordingly.

LORENZO O. MACASOCOL, PhD., CESO V
 Schools Division Superintendent

SHIRLENE E. CRABAJALES
 Administrative Officer V

Encl.: As stated
 References:

To be indicated in the Perpetual Index under the ff subjects:
 BEC/DM-MEMO
 ___/March 18, 2026



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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Republic of the Philippines
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No. 10-103 - 2026

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NO.	Surname	First Name	Middle Name	Position/ Designation	School
1	NIMES	VICTORINO	SANTISAS	PRINCIPAL II	ADLAY NHS
2	DANDO	DONNA MAE	OHAO	BOOKKEEPER DESIGNATE	ADLAY NHS
3	BAUZON	HILDA	ORQUITA	SUPPLY OFFICER	ADLAY NHS
4	QUEVEDO	ROSEMARIE	LATRAS	DISBURSING OFFICER	ADLAY NHS
5	SUMABAT	VENESSA	MULIG	MTI- OIC/SCHOOL HEAD	ANIBONGAN NHS
6	CAHOCOM	ROY	JUANICH	BOOKKEEPER DESIGNATE	ANIBONGAN NHS
7	NAVARRO	BENJIE	MABOLIS	SUPPLY OFFICER	ANIBONGAN NHS
8	GUILLEN	FLORENCE	TOLENTINO	DISBURSING OFFICER	ANIBONGAN NHS
9	MABIDO	FRITZIE	SUMALPONG	HT-I/SCHOOL HEAD	BARCELONA NHS
10	MORENO	VICTORIA	PONTILLO	BOOKKEEPER DESIGNATE	BARCELONA NHS
11	ARAYAN	MINGLE	VISTAL	SUPPLY OFFICER	BARCELONA NHS
12	DERAYAL	HAISE	MIAGA	DISBURSING OFFICER	BARCELONA NHS
13	CUMAHIG	RACHEL METHUSELAH	ROQUITE	PRINCIPAL IV	BAROBO NHS
14	GOMA	JOSE	MANGUIRAN	BOOKKEEPER DESIGNATE	BAROBO NHS
15	GILLO	RALPH ANTHONY	GUPAN	SUPPLY OFFICER	BAROBO NHS
16	MARTINOTE	VILMA	LAURENTE	DISBURSING OFFICER	BAROBO NHS
17	TORIO	BEATRIZ	ANOVER	PRINCIPAL II	CANTILAN NHS
18	ESCARAN	MARICHE	PALER	ADAS III/BOOKKEEPE R DESIGNATE	CANTILAN NHS
19	PANTO	MYRA	BARTOLOME	ADAS II/SUPPLY OFFICER	CANTILAN NHS
20	LOPIO	LUCITA	MANITO	ADAS III/DISBURSING OFFICER	CANTILAN NHS
21	CARATAO	EVANGELINE	ARUYAL	PRINCIPAL III	CARMEN AGRI. NHS
22	VALEROSO	SUSAN	ILOGON	BOOKKEEPER DESIGNATE	CARMEN AGRI. NHS
23	JUATON	ARCELYN	ABARCA	SUPPLY OFFICER	CARMEN AGRI. NHS
24	ADOBO	ALDWIN	BAGASBAS	DISBURSING OFFICER	CARMEN AGRI. NHS
25	PAZO	LEVI MAR	HAYAGAN	PRINCIPAL IV	CARRASCAL NHS



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26	ANDOY	SHEILA	CUBERO	BOOKKEEPER DESIGNATE	CARRASCAL NHS
27	RUFIN	MARVEL JUDE	URBIZTONDO	SUPPLY OFFICER	CARRASCAL NHS
28	ANDOY	JULIE ANNE	TRUGILLO	DISBURSING OFFICER	CARRASCAL NHS
29	TAJONERA	MAURICE GAY	ARREO	PRINCIPAL II	FELISBERTO VERANO NHS
30	QUEZADA	CRISTINA	VERANO	BOOKKEEPER DESIGNATE	FELISBERTO VERANO NHS
31	MARAPAO	GENALYN	TRANQUILAN	SUPPLY OFFICER	FELISBERTO VERANO NHS
32	ROMERO	RICHIE	ALVARADO	DISBURSING OFFICER	FELISBERTO VERANO NHS
33	MATILDO	ROMALYN	PENECITOS	PRINCIPAL II	FLORITA IRIZARI NHS
34	RULITE	ANALIZA	BONGABONG	BOOKKEEPER DESIGNATE	FLORITA IRIZARI NHS
35	ROSIL	COLLEN CATE	ROBILLOS	SUPPLY OFFICER	FLORITA IRIZARI NHS
36	ARPILLEDADA	KAISER QUENNIE ANN	DUASO	DISBURSING OFFICER	FLORITA IRIZARI NHS
37	ANLIQUERA	ANICETA	LABENDIA	PRINCIPAL II	DONA CARMEN NHS
38	MORATA	ROMULO	QUERIDO	PRINCIPAL II	GAMUT BAROBO NHS
39	ENYOY	GOLIAT	SAMBALES	BOOKKEEPER DESIGNATE	GAMUT BAROBO NHS
40	ISAGA	JEAMIA	JUMAMIL	SUPPLY OFFICER	GAMUT BAROBO NHS
41	LUNA	LANELYN	GULPE	DISBURSING OFFICER	GAMUT BAROBO NHS
42	RAZ	BASILISA	MALAUQUE	HT-III/SCHOOL HEAD	GAMUT TAGO NHS
43	LAGATIERA	QUENDOLYN	CORTINA	BOOKKEEPER DESIGNATE	GAMUT TAGO NHS
44	PIMENTEL	CHARITY	SAGARAL	SUPPLY OFFICER	GAMUT TAGO NHS
45	LIBARIOS	APPLE MAY	GOZON	DISBURSING OFFICER	GAMUT TAGO NHS
46	BALBUENA	VICENTE	PALARAN	PRINCIPAL II	HINATUAN COMPRE. NHS
47	ORTEGA	VI MARIE	SULLANO	BOOKKEEPER DESIGNATE	HINATUAN COMPRE. NHS
48	DUMAGUETE	RYAN	AVES	SUPPLY OFFICER	HINATUAN COMPRE. NHS
49	LINAO	MIKE	TELEWIK	DISBURSING OFFICER	HINATUAN COMPRE. NHS
50	URBIZTONDO	EVELYN	OTAGAN	PRINCIPAL II	LIANGA COMPRE. NHS
51	MARTIN	NANETTE	GUBATON	BOOKKEEPER DESIGNATE	LIANGA COMPRE. NHS
52	OLANDRIA	LEE MARJORIE	CAGAPE	SUPPLY OFFICER	LIANGA COMPRE. NHS
53	TORRED	ARCELON	CARESO	DISBURSING OFFICER	LIANGA COMPRE. NHS
54	CORTES	LEOPARDO JR.	PALMERA	PRINCIPAL 1	LINGIG NHS



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55	DIALOJA	GENEVIEVE	CUNAN	BOOKKEEPER DESIGNATE	LINGIG NHS
56	CUNAN	RICO	MORENO	SUPPLY OFFICER	LINGIG NHS
57	PAKIG	JERYLE	HENOÑE	DISBURSING OFFICER	LINGIG NHS
58	SANGO	MERCILYN	BARRIOS	HEAD TEACHER I	M.K YUSINGCO NHS
59	BUNIEL	LEILANI	APARECE	BOOKKEEPER DESIGNATE	M.K YUSINGCO NHS
60	DOLLANO	ALVIN JULIUS	ORCULLO	AO-II/SUPPLY OFFICER	M.K YUSINGCO NHS
61	INTING	RIALYN	REDUCTO	DISBURSING OFFICER	M.K YUSINGCO NHS
62	LAORDEN	ROMULO	TAYABAS	PRINCIPAL II/SCHOOL HEAD	MADRID NHS
63	URBIZTONDO	EMMA	MELANIO	BOOKKEEPER DESIGNATE	MADRID NHS
64	VELLARUZ	MARILOU	MACARAYO	SUPPLY OFFICER	MADRID NHS
65	ALCONTIN	IVY	SUPERTICIOSO	DISBURSING OFFICER	MADRID NHS
66	ALOB	EMELISA	SANCHEZ	PRINCIPAL I	MARIHATAG AGRI. NHS
67	CANCIO	LORENA	PAIMALAN	BOOKKEEPER DESIGNATE	MARIHATAG AGRI. NHS
68	MOSCA	CAROLYN	SAHULGA	SUPPLY OFFICER	MARIHATAG AGRI. NHS
69	DAGASDAS	JONATHAN	RAMIREZ	DISBURSING OFFICER	MARIHATAG AGRI. NHS
70	CUAGO	GREGORIO	TINACO	HEAD TEACHER I	PORTLAMON NHS
71	CORALDE	APRIL ROSE	CABILIN	BOOKKEEPER DESIGNATE	PORTLAMON NHS
72	SAMAR	JACKILYN	REALISTA	SUPPLY OFFICER	PORTLAMON NHS
73	PENDATUN	JOVELINE	BRANZUELA	DISBURSING OFFICER	PORTLAMON NHS
74	ELIOT	ELLEN	OREAS	Principal I	PURISIMA NHS
75	LUNA	JONNA MARIE	MONTENEGRO	BOOKKEEPER DESIGNATE	PURISIMA NHS
76	ANDOY	PASTOR	LAMILA	SUPPLY OFFICER	PURISIMA NHS
77	MANZANO	GENALYN	MEDRANO	DISBURSING OFFICER	PURISIMA NHS
78	LLIMIT	GERRY	ELICOT	Principal III / School Head	SALVACION NHS
79	KUINISALA	IRENE	CANCIO	BOOKKEEPER DESIGNATE	SALVACION NHS
80	ALVIZO	ALJUN	GIONSON	SUPPLY OFFICER	SALVACION NHS
81	MORALES	JOAN	SAMSON	DISBURSING OFFICER	SALVACION NHS
82	JACINTO	RONALD	PABLO	SCHOOL HEAD	SAN MIGUEL NCHS
83	PARCO	JOEMAR	URSALES	ADAS-III/ BUDGET OFFICER	SAN MIGUEL NCHS



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84	LABIDOR	PRINCESS MAE	RONQUILLO	BOOKKEEPER DESIGNATE	SAN MIGUEL NCHS
85	CORILLA	BEDINA	FERNANDEZ	SUPPLY OFFICER	SAN MIGUEL NCHS
86	BAGOOD	CAROLINA	OLBINAR	DISBURSING OFFICER	SAN MIGUEL NCHS
87	SAPONG	SANDY	GALLEGO	School Head/MT-I	SOLOMON P. LOZADA NHS
88	MANZANO	SHAINA	VASQUEZ	BOOKKEEPER DESIGNATE	SOLOMON P. LOZADA NHS
89	LLEMIT	MERLYN	ARAÑO	SUPPLY OFFICER	SOLOMON P. LOZADA NHS
90	BARCELON	GERLIE	DALAYAN	DISBURSING OFFICER	SOLOMON P. LOZADA NHS
91	NAVAJA	MARY GRACE	AVILA	AO-II	STO. NIÑO NHS
92	LADIA	FLORENTINA	MANSERA	BOOKKEEPER DESIGNATE	STO. NIÑO NHS
93	CARATAO	LIECEL	BETOS	SUPPLY OFFICER	STO. NIÑO NHS
94	ECO	JESTONIE	OSOL	DISBURSING OFFICER	STO. NIÑO NHS
95	ASUNCION	LEDIMA	VILLAMOR	HEAD TEACHER III	ST. CHRISTINE NHS
96	VILLAMOR	ELEBETH	CURADA	BOOKKEEPER DESIGNATE	ST. CHRISTINE NHS
97	LACORTE	RUBIE	BORJA	SUPPLY OFFICER	ST. CHRISTINE NHS
98	LERIO	DAHLIA	CONDONTOL	DISBURSING OFFICER	ST. CHRISTINE NHS
99	LINDO	JOSE	LAURENTE	PRINCIPAL II	TAGASAKA NHS
100	FERNANDEZ	JAY-R	BADOLA	BOOKKEEPER DESIGNATE	TAGASAKA NHS
101	MARTIZANO	JOCHEN	QUION	SUPPLY OFFICER	TAGASAKA NHS
102	VALERA	MARIFEL	SARSOZA	DISBURSING OFFICER	TAGASAKA NHS
103	PARAGUYA	GLORIA	MONTENEGRO	Principal III / School Head	TAGBINA NHS
104	ARABIS	GLENN	CASEÑAS	BOOKKEEPER DESIGNATE	TAGBINA NHS
105	ALEJADO	SWEENEY	CONDE	SUPPLY OFFICER	TAGBINA NHS
106	EDUCALAN	KATHLEEN	BALILI	DISBURSING OFFICER	TAGBINA NHS
107	RENDON	RENANTE	GALAGAR	Principal I	TIDMAN NHS
108	MALJAO	JOSUE	PAMUGAS	BOOKKEEPER DESIGNATE	TIDMAN NHS
109	ESTRADA	LUCENA	BAGNOL	PRINCIPAL III	UNIDAD NHS
110	TOMACMOL	LIEZEL	DELOS SANTOS	BOOKKEEPER DESIGNATE	UNIDAD NHS
111	TERSE	ALIZA	MIRA	SUPPLY OFFICER	UNIDAD NHS
112	CLIMACO	SARAH MAY	ORITO	DISBURSING OFFICER	UNIDAD NHS



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Purpose of Travel (must be supported by attachments)	ONE-DAY COA EXIT CONFERENCE FOR CY 2026 AUDIT
Host of Activity	DepEd
Inclusive Dates	March 24, 2026
Destination	Shacene Pension House and Restaurant, Tandag City, Surigao del Sur
Fund Source	SCHOOL MOOE
I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.	
<u>BETHANY E. CLIMACO, CPA</u> Accountant III	<u>March 18, 2026</u> Date
This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.	
<u>LAILA F. DANAQUE, EdD., CESO VI</u> Asst. Schools Division Superintendent	_____ Date
APPROVED	
<u>LORENZO O. MACASOCOL, PhD., CESO V</u> Schools Division Superintendent	_____ Date


SHIRLENE E. CRABAJALES
Administrative Officer V



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