



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

---

**Office of the Schools Division Superintendent**

**MEMORANDUM**

**TO:** MERALIE MAE B. GUALDRAPA – Accountant III  
GILBERT C. BIACO – Administrative Officer II  
JEZZA MEIR L. ESTAMPADOR – Administrative Officer II  
BERNA MAE A. GUIRIBA – Administrative Assistant III  
EDDIELYN L. LIRAZAN – Administrative Assistant III

**FROM:** **MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**Re: Designation as Members of the SDO Internal Audit Unit (IAU)**

**Date: July 6, 2023**

---

1. Pursuant to the adoption of the use of the Agency Procurement Compliance and Performance Indicator System (APCPI) as the standard procurement monitoring, assessment and evaluation tool which aim to determine, in a qualitative and quantitative manner, procurement strengths and weaknesses of agencies, and formulate a reasonable action plan to address identified areas for improvement while adopting measures to sustain strengths alongside a competitive, transparent, economical, efficient and accountable public procurement regime, you are hereby designated as members of the SDO Internal Audit Unit (IAU).
2. As members of the IAU, you shall have the following duties and responsibilities:
  - Attendance as observer every Public Bidding;
  - Check correctness of the procurement process flow and the completeness of the required documents attached in compliance with RA 9184 and its 2016 Revised IRR;
  - Audit Disbursement Vouchers (DVs) with documentary requirements attached in compliance with COA Circular 2012-001;
  - Issuance of Observation Memorandum if applicable.
3. This designation is temporary in nature, revocable by proper authority, carries no additional compensation nor can be used as a priority in promotion but is in addition to your current duties and responsibilities.
4. For strict compliance.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros  
Occidental  
Telephone Number: 471-2003  
E-mail: kabankalan.city001@deped.gov.ph