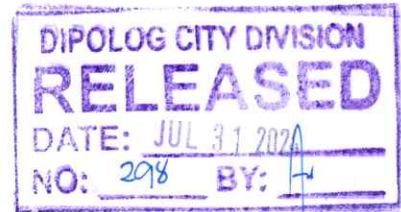




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



**Office of the Schools Division Superintendent**

July 29, 2024

Division Memorandum  
No. 298, s. 2024

**COMPOSITION OF THE DIVISION COA-AUDIT OBSERVATION  
MEMORANDUM (AOM) RECOMMENDATION TASK FORCE**

TO: **Assistant Schools Division Superintendent**  
**CID and SGOD Chiefs**  
**Division Unit Heads**  
**School Heads**  
**Administrative Officer II**  
**Financial Staff Personnel**  
**All Others Concerned**  
*This Division*

1. To ensure that COA observations and findings, including recommendations regarding existing laws, rules, regulations on budgeting and accounting process which indicate gaps/weaknesses/deficiencies in internal controls, are addressed and/or recurrence of the same are minimized if not totally prevented, this Division hereby creates **Division COA-AOM Task Force** with the following composition:

**Division Office**

Head:	Ana Riva E. Lanat	- Division Accountant
Members:	Randyl V. Geraga	-Budget Officer
	Alan D. Chiu	-OIC-Admin Officer
	Deborah Mae Alejo	-Supply Officer
	Rizza Mae Lorilla	-Accounting Personnel/SL In-Charge
	Sam Fritzella Sarande	-Accounting Personnel/Provident In-Charge

Provisional Members: Chiefs/Heads/Personnel subject to AOMs

**Schools** (especially Implementing Units)

Head:	Administrative Officer II/Senior Bookkeeper
Members:	Supply Officer Administrative Assistant II

Provisional Members: Personnel involve/subject to AOMs

2. The duties and responsibilities of the task force are:



Address: Purok Farmers, Olingan, Dipolog City  
Email: dipolog.city@deped.gov.ph  
Website: www.depeddipolog.net  
Facebook: DepEd Tayo – Division of Dipolog City



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- a. Evaluate all AOMs issued by COA and issue directives to the concerned responsible officials to settle the audit observations/findings within reasonable time
  - b. Provide technical inputs to draft responses on the audit observations/findings
  - c. Accomplish monitoring tool to ensure that AOM recommendations are fully implemented within the deadline prescribed by COA
  - d. Gather, secure and attached documents as proof of compliance or means of verification that such AOM recommendation have been implemented to be submitted to COA
  - e. Prepares Consolidated (DO and Schools) **Quarterly** Agency Action Plan and Status of Implementation (AAPSI) to be submitted to Head of Office, COA and RO
  - f. Provides feedback/recommendation to Top Level Management for issuance of policies to address internal control on the observed gaps/weakness/deficiencies
3. Immediate and widest dissemination of this memorandum is desired.

  
**MA. LIZA R. TABILON, EdD, CESO V**  
Schools Division Superintendent