



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**No. DD16 s.2026**

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
All Secondary School Heads  
All Concerned

Subject: **Entrance Conference with COA and Welcome Program**

Date: January 19, 2026

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Effective governance entails audit engagement, clarify audit objectives, scope, and timelines, and foster a spirit of cooperation and professionalism among all stakeholders to ensure a smooth and effective audit process.

Anent to this, the Panabo City Secondary School Heads Association (PASSHA) shall conduct an **Entrance Conference and Welcome Program for the COA Audit Team** at **Bonsai, Panabo City on January 19, 2026**.

Participants in this activity are all secondary school heads/principals. School heads are reminded to assign an Officer In-charge of the school.

Transportation, meals and other expenses incurred in this activity shall be charged to the school MOOE and/or any available local funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and information.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**JAN 19 2026**

RECORDS SECTION SDO PANABO CITY  
BY 