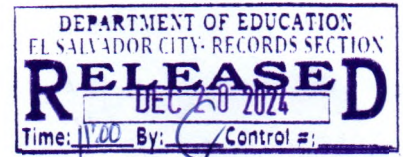




Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

December 20, 2024

**DIVISION MEMORANDUM**

No. 528, s. 2024

**COMPOSITION OF THE INTERNAL AUDIT UNIT (IAU)  
FOR THE DIVISION PROCUREMENT ACTIVITIES**

To: Asst. Schools Division Superintendent  
Bids and Awards Committee  
Division Chiefs  
Section Heads  
This Division

1. To maintain efficiency, accuracy, and transparency in the division's procurement activities, this Office formally establishes the Internal Audit Unit as follows:

Chairperson: Maricel B. Jangao, CPA  
Division Accountant

Members: Sheila Mae B. Acero, ADAS III  
Ariel S. Padigos, ADAS III  
Leah Mae C. Akut, ADAS III

2. The Internal Audit Unit shall conduct periodic audit on the procurement processes and activities in the division and shall submit quarterly audit report to the Head of the Procuring Entity and to the Bids and Awards Committee (BAC).
3. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For strict compliance.

  
**RANDOLPH B. TORTOLA**

Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects: BAC



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 555-0475

Transforming Schools,

