Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM
No. 115 s. 2026

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Unit Heads
All Concerned Personnel

FROM: **MARGARITO A. CADAYONA JR. PhD., CESO VI**
Schools Division Superintendent

RELEASED
DATE: 09 MAR 2026
BY:

SUBJECT: Creation of the Internal Audit Team for Procurement Activities

DATE: **March 6, 2026**

1. In order to strengthen transparency, accountability, and compliance with government procurement policies and procedures, this Office hereby **creates the Internal Audit Team for Procurement Activities** in the Schools Division Office of Calbayog City.

2. The team shall conduct periodic **review and evaluation of procurement transactions, processes, and documentation** to ensure adherence to existing government procurement laws, rules, and regulations, particularly those provided under **Republic Act No. 9184 (Government Procurement Reform Act), Republic Act No. 12009 (New Government Procurement Act),** as well as other relevant policies issued by the **Government Procurement Policy Board (GPPB)**.

3. The **Internal Audit Team** shall be composed of the following:

Name	Position	Designation
Joy B. Saldaña	EPS – Science	Chairman
Jennifer C. Alvarez	Administrative Officer IV	Member
Therence James Prudenciado	Administrative Officer II	Member

Rivero A. Belizar	Administrative Assistant III	Member
Shiela Marie C. Pajarito	ADAS III	Secretariat
Lilibeth G. Ortiz	PDO II	Secretariat

4. The Internal Audit Team shall perform the following functions:

    a. Review procurement documents and transactions to ensure compliance with procurement rules and regulations;
    b. Evaluate the efficiency and effectiveness of procurement processes;
    c. Identify gaps, risks, and areas for improvement in procurement activities;
    d. Prepare and submit internal audit reports and recommendations to the Schools Division Superintendent; and
    e. Perform other audit-related tasks as may be assigned.

5. The members of the Internal Audit Team shall maintain objectivity and independence and shall not participate in the Bids and Awards Committee (BAC) decision-making process for the procurements being audited.

6. This Memorandum shall take effect immediately and shall remain in force unless sooner revoked or amended.

7. For information and compliance.