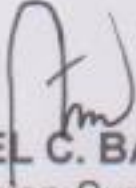




**MEMORANDUM**

**TO :** DIVISION INTERNAL AUDITORS CONCERNED

**FROM :**   
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** EXTERNAL AUDIT TO DIVISION OF TANAUAN CITY

**Date :** January 4, 2019

Please be informed that the following Division Internal Auditors listed below will join the Second Party Audit requested by the Division of Tanauan City on Tuesday, January 8, 2019 in the division office of Tanauan City.

Auditors are assigned to the following teams so as to prepare for the Audit Checklist/Questions to be asked from the auditees and for the documents to look for. Listed below are the teams and assigned division/unit to be audited.

**Top Management**

Team Leader - Engr. Madiel Verzola  
Members - Cristina C. Salazar  
- Noel Meriño

**OSDS**

Team Leader - Flora D. Cahapay  
Members - Florabel M. Tolentino  
- Phanny Ramos

**CID**

Team Leader - Mary Grace F. Santiago  
Members - Vivienne C. Martinez  
- Lito A. Palomar

**SGOD**

Team Leader - Dr. Isabel M. Gonzales  
Members - Arlene M. Tayona  
- Dr. Gayle J. Malibiran

For your information and compliance.

UM. 06, s. 2019  
@CCSG