



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 29, 2022

**REGIONAL MEMORANDUM**

No. **1355**, s. 2022

**SECOND BATCH SUBMISSION OF ADDITIONAL COMMISSION ON AUDIT (COA)  
REQUIREMENTS IN RELATION TO THE DELIVERY OF SCHOOL  
FURNITURE UNDER C.Y. 2017, 2018, AND 2019 USING THE  
BASIC EDUCATION FACILITIES FUND (BEFF)**

To: Schools Division Superintendents  
SGOD Chiefs  
Division Engineers  
All Others Concerned

1. In compliance with the issued Notice of Suspension from the resident COA Auditor, this Office, through the Education Support Services Division (ESSD), requires all the identified recipient schools to submit the **Additional COA Requirements in Relation to the Delivery of School Furniture for C.Y. 2017, 2018, and 2019** using the Basic Education Facilities Fund (BEFF) which have already been implemented and paid for based on existing rules and procedures.
2. Relative to the said project, the concerned Schools Division Superintendents shall ensure that the following requirements are submitted not later than December 9, 2022 to the ESSD:
  - a. One (1) copy of picture taken at the "Pergola" bearing the name of the school with the set of furniture and in the presence of the School Head, Property Custodian and School Inspectorate Team;
  - b. Two (2) copies of pictures taken inside the classroom with the furniture as the background with the presence of the School Head, Property Custodian and School Inspectorate Team; and
  - c. Affidavit/Sworn Statement of the actual delivery of the said furniture.
3. Moreover, due to the urgency of the matter and the limited time given until December 9, 2022 only, this Office hereby directs the Schools Division Offices to strategize to ensure its immediate compliance.
4. The file shall be in Word Document with the Name of the Division, Name of the School, and Picture Requirement, and shall be sent through email at [sfregionallofficeviii@gmail.com](mailto:sfregionallofficeviii@gmail.com) addressed to Engr. Ryan Jay L. Bagon, Head, EFS-ESSD.



5. An Online Coordination Meeting shall be conducted with ESSD and SGOD Chiefs, and Regional and Division Engineers on December 2, 2022 at 9:00AM thru Google meet [meet.google.com/zpp-pzvd-xni](https://meet.google.com/zpp-pzvd-xni) PIN: [668 084 029#](https://meet.google.com/zpp-pzvd-xni)
6. Traveling and other expenses which may be incurred relative to this concern shall be charged to their Local Funds or any available funds, subject to the usual accounting and auditing rules and regulations
7. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.

  
EVELYN R. FETALVERO, CESO IV  
Regional Director

Enclosures: Sample Templates with Pictures, List of Recipient Schools

References: As stated

To be indicated in the Perpetual Index under the following subjects:  
BASIC EDUCATION FACILITIES FUND (BEFF)      REPORTS

ESSD-EFS-RILB

