



Republic of the Philippines
Department of Education

Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

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Office of the Schools Division Superintendent

07 July 2026

DIVISION MEMORANDUM

No. 332 s. 2026

**SUBMISSION OF DOCUMENTS FOR THE UPDATING OF THE DIVISION
TRANSPARENCY SEAL FOR CALENDAR YEAR 2025**

TO: Asst. Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Section Heads
Bids and Awards Committee (BAC)
All Others Concerned

1. In compliance with **Section 93 of the General Appropriations Act (GAA)** on the Transparency Seal and **Department of Budget and Management (DBM) National Budget Circular No. 542**, and in line with the Department's commitment to transparency, accountability, and good governance, all Section Heads, Unit Heads, and concerned personnel are hereby directed to submit the required documents for the updating of the **Schools Division Office of Iriga City Transparency Seal**.

2. Further, to streamline the submission, management, and updating of website content, the **Implementing Guidelines on the Maintenance and Updating of the Division Website** shall continue to be adopted. The designated **Microsoft OneDrive Shared Folder** shall serve as the official repository for all documents intended for posting on the Division's official website (<https://depediriga.ph>). Please refer to **Annex A** for the guidelines.

3. All concerned offices shall access their designated repository folder through the Microsoft OneDrive link <https://bit.ly/2025TransparencySeal>. The required documents shall be uploaded in a **PDF format** on or before **July 31, 2026**.

4. The following documents shall be submitted by the concerned offices:

TRANSPARENCY SEAL REQUIREMENT (DOCUMENTS TO BE SUBMITTED)	RESPONSIBLE OFFICE	RESPONSIBLE PERSON
I. Updated agency's mandates and functions, names of its officials with their position and designation, and contact information.	Administration Office	Arthur M. Ramboyong (Administrative Officer V)

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**IRIGA
SPRINGS**

Sa Serbisyo ng Tapat at Mangap,
Edukasyon ay Dekalidad!

Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



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a. Updated agency's mandates and functions. b. Updated Position, designation and contact information. c. Updated Citizen Charter.		
II. Annual Report a. Statement of Allotment, Obligation and Balances a.1 FY 2025	Budget Office	Lourdes B. Azcarraga (Budget Officer)
b. Disbursement b.1 Disbursement b. 1.1 FY 2025	Cashier Office	Maribel E. Pandes Cashier
c. Physical Plan c. 1 FY 2026	Planning Office	Laraine O. Fenis (Planning Officer III)
d. Financial Report d.1 FY 2025 d.1.1 Condensed Statement of Financial Performance as of Dec. 31, 2025. d.1.2 Condensed Statement of Financial Position as of Dec. 31, 2025. d.1.3 Statement of Changes in Net Assets-Equity as of Dec. 31, 2025 d.1.4 Statement of Financial Performance as of Dec. 31, 2025	Accounting Office	Salvacion E. Bermejo (Accountant III)
e. Financial Accountability Reports. e.1 FY 2025 e.1.1 FAR No. 1, 1A, 1B-Automatic e.1.2 FAR No. 1, 1A, 1B-Continuing	Budget Office	Lourdes B. Azcarraga (Budget Officer)



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e.1.3 FAR No. 1, 1A, 1B- Regular e.1.4 FAR No. 1, 1A, 1B- Special Purpose		
III. DBM approved budgets and Corresponding Targets. a. DBM Approved Budget and Target a.1 FY 2025	Budget Office	Lourdes B. Azcarraga (Budget Officer)
IV. Major programs/projects categorized key result areas under E.O. No. 43, s. 2011 a. FY 2025	School Governance and Operations Division	Dr. Noel G. Cabaltera (Chief Education Supervisor)
V. The program/projects' beneficiaries as identified in the applicable special provisions. a. FY 2025		
VI. Status of implementation and Program/Project evaluation and/or assessment reports. a. FY 2025	Curriculum Implementation Division	Dr. Jerson V. Toralde (Chief Education Supervisor)
VII. Annual Procurement Plan, Contracts Awarded and the name of contractors/ suppliers/ consultants. a. Annual Procurement Plan a.1 FY 2026	Supply office	Joy M. Ibias (Administrative Officer III)
b. Contracts awarded and the name of contractors/ suppliers/ consultants. a. FY 2025 a.1 Invitation to Bid a.2 Awards Notices	Bids and Awards Committee Procurement Office	ASDS Maylani L. Galicia (BAC Chairman) Laila Magistrado Trinidad (Procurement Officer)



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5. All documents shall reflect the latest available and approved records for Calendar Year 2026 or the most recent fiscal year, as applicable. Whenever updates, revisions, or newly approved documents become available, the concerned office shall immediately furnish the Division ICT Unit with the updated copy to ensure that the Division Transparency Seal remains current and compliant with existing government policies.
6. Heads of Offices and Unit Heads shall ensure the completeness, accuracy, and timeliness of the documents submitted. The Division ICT Unit shall consolidate, validate, and upload the submitted documents to the official Division Transparency Seal webpage and may coordinate with concerned offices for any clarifications or additional requirements necessary to complete the posting.
7. Your cooperation and prompt compliance with this Memorandum are highly appreciated to ensure the Division's continued adherence to transparency, accountability, and good governance standards.
8. Immediate dissemination of and compliance with this Memorandum is directed.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent

Encl.: None

Reference: National Budget Circular No. 542; Annual General Appropriations Act (Transparency Seal Provision)

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

BUDGET	GOOD GOVERNANCE	INFORMATION DISCLOSURE
REPORTS	TRANSPARENCY SEAL	

MNB/MNBelen/ICT Unit/2025 Transparency Seal /July 7, 2026



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Annex A

**IMPLEMENTING GUIDELINES ON THE MAINTENANCE AND UPDATING
OF THE DIVISION WEBSITE**

A. Designation of Responsible Personnel

Each office shall designate responsible personnel to manage the uploading and updating of documents in the Microsoft Shared Folder.

B. Timely Submission

Required documents shall be uploaded within the prescribed timelines or immediately upon any revision or update.

C. Accuracy of Information

All documents shall be verified for accuracy, completeness, and validity prior to uploading.

D. Standard File Format

All documents shall be submitted in searchable PDF format using the prescribed file naming convention, where applicable.

E. Access Control

Access to the Microsoft Shared Folder shall be limited to authorized personnel only.

F. Regular Updating

Concerned offices shall regularly review and update posted information to ensure that all documents remain current and relevant.

G. Coordination and Communication

Offices shall promptly notify the ICT Unit of any updates, revisions, or changes requiring website posting.

H. Technical Assistance

The ICT Unit shall provide technical assistance to authorized personnel in the use of the Microsoft Shared Folder and website-related concerns.

I. Compliance with Policies

All uploaded documents shall comply with existing DepEd, DBM, and other applicable government policies, standards, and regulations on information disclosure.

J. Continuous Improvement

The ICT Unit may gather feedback and recommend improvements to enhance the accessibility, accuracy, and quality of information published on the Division website