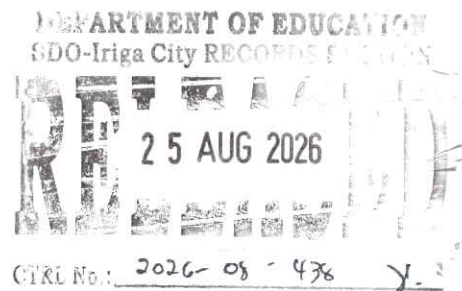




Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY



Office of the Schools Division Superintendent

20 August 2026

OFFICE MEMORANDUM
No. 438 s. 2026

**NON-COMPLIANCE WITH 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. This Office issues this Memorandum relative to the compliance status of Division Memorandum No. 332, s. 2026 dated July 07, 2026, regarding the submission of required documents for the updating of the Division Transparency Seal.
2. While the deadline was set for July 31, 2026, a review of the official designated repository folder reveals non-compliance and incomplete submissions from several responsible offices.
3. Below is the updated compliance matrix as of August 20, 2026:

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. a. Updated agency's mandates and functions. b. Updated Position, designation and contact information. c. Updated Citizen Charter.	Administration Office	Arthur M. Ramboyong (Administrative Officer V) Non-Compliant (Did not submit)



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II. Annual Report a. Statement of Allotment, Obligation and Balances a.1 FY 2025	Budget Office	Lourdes B. Azcarraga (Budget Officer) Complied (July 29, 2026)
b. Disbursement b.1 Disbursement b. 1.1 FY 2025	Cashier Office	Maribel E. Pandes Cashier Incomplete Compliance (Submitted 1st & 2nd Quarter of FY 2026 instead of FY 2025)
c. Physical Plan c. 1 FY 2026	Planning Office	Laraine O. Fenis (Planning Officer III) Complied (July 14, 2026)
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) Complied (July 19, 2026)
e. Financial Accountability Reports. e.1 FY 2025 e.1.1 FAR No. 1, 1A, 1B-Automatic	Budget Office	Lourdes B. Azcarraga (Budget Officer) Complied (July 29, 2026)



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e.1.2 FAR No. 1, 1A, 1B- Continuing 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) Complied <i>(July 29, 2026)</i>
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) Complied <i>(July 14, 2026)</i>
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) Non-Compliant <i>(Did not submit)</i>
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) Existing
b. Contracts awarded and the name of contractors/suppliers/ consultants.	Bids and Awards Committee	ASDS Maylani L. Galicia (BAC Chairman)



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c. FY 2025 a.1 Invitation to Bid a.2 Awards Notices	Procurement Office	Laila Magistrado Trinidad (Procurement Officer) Non-Compliant (Did not submit)
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4. To ensure our Division continues to lead with excellence, transparency, and shared accountability, all concerned offices with pending or incomplete submissions are kindly urged to upload their completed documents to the official Microsoft OneDrive Shared Folder (<https://bit.ly/2025TransparencySeal>) not later than **August 26, 2026**.

5. Thank you for your unwavering cooperation, dedication, and service to our Division.

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

Encl.: As stated

Reference: Division Memorandum dated July 07, 2026; DBM National Budget Circular No. 542

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

BUDGET | COMPLIANCE | GOOD GOVERNANCE | REPORTS | TRANSPARENCY
SEAL

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 COMPLIANCE GOOD GOVERNANCE
REPORTS TRANSPARENCY SEAL