Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

03 Sept 2026

REGIONAL MEMORANDUM
FIN-2026-012

COMMITTEE FOR THE VERIFICATION AND VALIDATION OF IU ISSUES AND CONCERNS

To: Schools Division Superintendent, SDO Sultan Kudarat
Other Personnel Concerned

1. In line with the Department's commitment to strengthen coordination, accountability, and responsive service delivery, an initial conference was conducted with the concerned personnel to discuss and clarify the issues and concerns raised by Implementing Units (IUs), particularly those involving administrative, financial, personnel, and other operational matters.

2. Furthermore, an **on-site verification, document review, and process validation shall be conducted on September 9–10, 2026** to establish the facts, identify process gaps and discrepancies, and determine appropriate corrective actions.

3. In this regard, a **Committee for the Verification and Validation of IU Issues and Concerns** is hereby constituted to conduct the necessary verification and validation of the identified concerns of the Implementing Unit. The Committee shall review payroll records, GSIS, Pag-IBIG, PhilHealth, and Private Lending Institution (PLI) remittances, as well as other documentary requirements relevant to financial and personnel transactions, to establish the facts, validate identified discrepancies and process gaps, and recommend appropriate actions.

4. The members of the Committee are as follows:

   a. Regional Office XII
      - Assistant Regional Director (ARD)
      - Chief Administrative Officer – Finance and Admin Division
      - Accountant
      - Budget Officer
      - Payroll-in-Charge

   b. SDO Sultan Kudarat
      - Schools Division Superintendent (SDS)/ Assistant SDS
      - OIC – Accountant
      - Budget Officer
      - Administrative Officer V
      - Principal, Laguilayan National High School

5. The **Regional Office XII** shall provide overall technical guidance, coordination, and oversight the verification and validation of the IU issues and concerns.

6. The **SDO Sultan Kudarat** shall have the following responsibilities:

Schools Division Superintendent (SDS)/Assistant Schools Division Superintendent (ASDS)	• Issue Relief Order to ensure the integrity and impartiality of the verification and validation process and the proper turnover of records and responsibilities. • Issue a designation order for the temporary in-charge personnel to ensure the continuity of succeeding financial transactions. • Issue Memorandum directing the concerned IU personnel to submit complete documentation of financial and payroll transactions, including payrolls, Disbursement Vouchers (DVs), GSIS remittance records, reports of ADA issued, bank reconciliation statements, loan deduction schedules, and other necessary supporting documents
OIC Accountant	• Ensure submission of complete financial documents for verification and validation • Review and reconcile payroll deductions against accounting records and remittances • Prepare a financial reconciliation report indicating the discrepancies identified and amounts involved
Budget Officer	• Verify the availability and correctness of Personnel Services (PS) appropriations for the salaries and related personnel benefits of the employees concerned. • Provide budgetary data and documents necessary to support the validation and reconciliation.
Administrative Officer V (Admin)	• Review and validate payroll deductions, particularly GSIS premiums, loan amortizations, and other authorized deductions. • Verify the consistency of salary and personnel information with authorized records (PSIPOP)
Principal – Laguilayan NHS	• Provide updated PSIPOP Data • Coordinate with PLIs/GSIS/HDMF/PhilHealth for the listing and validation of borrowers, including loan accounts and corresponding deductions. • Ensure proper turnover and safeguarding of financial, payroll, and personnel records during the validation/reconciliation

7. All concerned personnel are directed to provide complete and accurate records, extend full cooperation, and facilitate access to documents and information necessary for the conduct of the validation.

8. The Committee shall **consolidate the results of the verification and validation and submit a report** indicating the issues raised, documents reviewed, findings, identified process gaps or discrepancies, actions taken, and recommendations for appropriate **corrective and preventive measures** to the Regional Director.

9. Transportation, meals and snacks and other incidental expenses of the activity shall be charged to the Regional MOOE, subject to the usual accounting and auditing rules and regulations.

10. For inquiries and clarifications, contact Cheryl P. Villa, Accountant IIII through cheryl.villa@deped.gov.ph.

11. For information, guidance and compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Enclosures: As stated
Reference: None
Allotment: None
To be indicated in the Perpetual Index
under the following subject:

CONFERENCE

CPV/FIN/RM–COMMITTEE FOR THE VERIFICATION AND VALIDATION OF IU ISSUES AND CONCERNS
012/September 3, 2026

ROFIN3