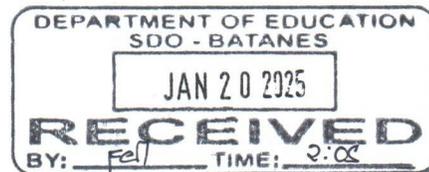




REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. II
PROVINCE OF BATANES
PROVINCIAL SATELLITE AUDITING OFFICE
San Antonio, Basco, Batanes



January 15, 2025

HON. GERMAN A. CACCAM
Municipal Mayor
Municipality of Basco
Co Chairman – Local School Board

Attention: **ALFREDO B. GUMARU JR. EdO, CESO V**
Schools Division Superintendent
Co Chairman – Local School Board

Dear Mayor Caccam:

Greetings from the Commission on Audit!

In line with the audit of accounts of the Municipality of Basco for the Calendar Year (CY) 2024, may we request the submission of the following reports:

- Local School Board Annual Budget
- LSB Supplemental Budget
- DepEd Annual Budget for the Division Office of Batanes
- Resolutions passed by the LSB
- Annual Procurement Plan (APP)
- Project Procurement Management Plans (PPMP)
- Status of Appropriations, Allotments and Obligations (SAOB)
- Special Education Fund (SEF) Utilization Report (in Excel format)

We would appreciate receiving the above reports on or before February 28, 2025. May we also request for the soft copy of the reports to be sent to lgsbatanes.coa@gmail.com.

Thank you.

Very truly yours,


ELIZABETH L. BARTILAD
Audit Team Member
Officer-in-Charge