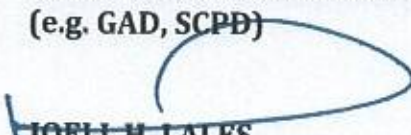




Reference No. 2025-01-07  
January 08, 2025

## MEMORANDUM

**TO :** ALL HEADS OF DIVISIONS, UNITS/OFFICES  
(PDD, PMELD, KMISD, AFD UNITS)  
CONCERNED COMMITTEES  
(e.g. GAD, SCPD)

**FROM :**  **JOELL H. LALES**  
Assistant Director and Chair, Audit Response Team (ART)

**SUBJECT :** **NOMINATION OF AN ART FOCAL PERSON PER  
DIVISION/UNIT/OFFICE AND CONCERNED COMMITTEE**

---

In view of the numerous requests recently received by the Bureau from the COA Auditor, it would greatly help ART to immediately respond and provide the requested information/documents to COA if there will be an ART Focal person per division/office and concerned Committees e.g. Gender and Development (GAD), Senior Citizen and Person with Disability (SCPD) and the like.

Thus, we would like to formally request all divisions, units and concerned Committee Heads to nominate an ART Focal Person to become part of the Audit Response Team.

We would appreciate receiving your response on or before January 9, 2025.

For your immediate compliance.

Thank you.