



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 25, 2020

OFFICE MEMORANDUM

No. **242**, s. 2020

To: Regional Office Division Chiefs
Section/Unit Heads
ISO Team Leaders
All Others Concerned

REMOTE AUDIT ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

1. Attached is the ICT Plan for the Remote Audit on ISO 9001:2015. The Regional Office Division Chiefs, Section/Unit Heads, and ISO Team Leaders are directed to take notice of the details of the plan and perform their respective duties and responsibilities based on the plan.
2. An orientation regarding the remote audit shall be conducted for selected Regional Office employees; a separate memorandum shall be issued.
3. Immediate dissemination of and compliance with this Memorandum are desired.


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ISO 9001:2015 Certified

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ICT PLAN FOR THE REMOTE AUDIT ON ISO 90001:2015

OVERVIEW

The remote audit shall be done through videoconferencing or teleconferencing using Microsoft Teams. The audit sites will be at the Convergence Zone and the Quality Assurance Division Conference Room; auditees shall bring their MOVs/documents to the site.

A local area network with an Internet connection that is exclusive to the audit sites shall be setup temporarily for the remote audit. Backup power or generator shall be installed for the audit sites and the Information and Communications Technology Unit's office.

DETAILS OF REQUIRED ICT RESOURCES OR LOGISTICS

Platform. Microsoft Teams (option: Google Meet)

Audit Sites Convergence Zone and Quality Assurance Division Conference Room

Main ICT Resources:

<i>Item</i>	<i>Description</i>	<i>Qty & Unit</i>	<i>Purpose</i>	<i>Remarks</i>	<i>Responsible Person</i>
Internet Connection	Internet connection being supplied by the Department of Information and Communication Technology				ICT Unit (ICTU)
Laptops	With built-in camera, microphone, and speaker	2 Units	For the video/tele-conference	1 per audit site	ICTU
Laptops	Installed with scan software	2 Units	For scanning and uploading documents/MOVs	1 per audit site	ICTU
Projectors		2 Units	For projecting the video/tele-conference	1 per audit site	QMR
Routers/Wireless Access Points		3 Units	For exclusive network and Internet connection of laptops	1 per audit site and 1 in the ICT Unit	ICTU
Google Drive Folder			Online storage of MOVs and documents	1 main folder with the	ICTU

<i>Item</i>	<i>Description</i>	<i>Qty & Unit</i>	<i>Purpose</i>	<i>Remarks</i>	<i>Responsible Person</i>
				auditee's subfolders	
Document Scanner	With Auto Document Feeder	2 Units	For scanning and uploading documents/MOVs	1 per audit site	ICTU

Backup ICT Resources:

<i>Item</i>	<i>Description</i>	<i>Qty & Unit</i>	<i>Remarks</i>	<i>Responsible Person</i>
Internet Connection	PLDT Internet connection distributed via the main local area network			ICTU
Mobile Internet Connection	Prepaid WiFi or smartphone with mobile data	2 Units	1 per audit site	QMR
Laptops		2 Units	1 per audit site	QMR
Tablets	For mobility (i.e. If the auditor wants to see the actual scenario in a certain office)	2 Units	1 per audit site	QMR member

Other Resources:

<i>Item</i>	<i>Responsible Person</i>
2 pcs Load Card (worth Php500)	QMR
Generator (providing backup power to the Office of the Regional Director, Quality Assurance Division, and the Information and Communications Technology Unit)	Administrative Division

PREPARATORY ACTIVITIES


Activity	June		July							Responsible Person						
	29	30	1	2	3	6	7	8	9		10	13	14	15	16	17
1. Purchase of load cards	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	QMR
2. Installation of wirings for backup power	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	Administrative Division
3. Installation of Google Chrome, Microsoft Teams, Google Drive, and document scan software to laptops/tablets; creation of Google folders		/														ICTU
4. Configuration of routers/access points		/	/	/	/	/	/	/	/	/	/	/	/	/	/	ICTU
5. Data IO ports tracing		/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6. Installation and testing of ICT infrastructure		/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7. Register for Philippine National Public Key Infrastructure	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	ICTU
8. Prepare auditees' site assignments	(3 days before the mock audit)															QMR
9. Setup ICT infrastructure for the mock audit	(1 day before the mock audit)															QMR, Administrative Division, ICTU
10. Make assessment report of the mock audit	(1 day after the mock audit)															QMR
11. Prepare auditees' site assignments	(1 week before the audit)															QMR
12. Setup ICT infrastructure for the actual audit	(2 days before the audit)															QMR, Administrative Division, ICTU
13. Make assessment report of the actual audit	(1 day after the audit)															QMR

HUMAN RESOURCES FOR LOGISTICS


<i>Staff</i>	<i>Number of Staff</i>	<i>Remarks</i>
QMR Representatives	2	1 per audit site
ICTU Personnel	2	1 per audit site
Administrative Division or General Services Unit Personnel	2	1 per audit site

LAYOUT OF AUDIT SITES







Backup Laptop




Document Scanner




Laptop (for scanning)



Tablet (for site tour)



Projector



Laptop (for videoconference)

RISKS AND OPPORTUNITIES


<i>Information and Communications Technology (ICT)</i>	<i>Potential Use</i>	<i>Risks</i>	<i>Opportunities</i>
Video call (synchronous) (MS Teams/Google Meet)	Conducting interviews	Internet downtime/outage	Availability of LTE signal for mobile data/broadband
	Guided site tours	Power outage	Availability of backup power/generator
Document scanning	Presenting MOVs/documents	Hardware malfunction	Availability of tablets with scan software
<i>People</i>	<i>Potential Use</i>	<i>Risks</i>	<i>Opportunities</i>
Auditee	N/A	Reduced coordination during audit due to inability to report to Office because of COVID-19 pandemic	Join the video/tele-conference offsite

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