

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

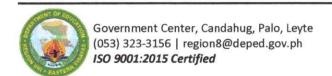
REMOTE AUDIT ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

- 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.

RAMIR B. UYTICO EdD, CESO IV

Director IV

ORD-ICTU-JAL



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:

Item	Description	Qty & Unit	Purpose	Remarks	Responsible Person
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

Item	Description	Qty & Unit	Purpose	Remarks	Responsible Person
				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:

Item	Description	Qty & Unit	Remarks	Responsible Person
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:

Item	Responsible Person
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	a,							λInl						Responsible Person
•		29	30	1	2 3	Q	7	8	9	10	13	14	15	16	17	
۲.	Purchase of load cards	/														OMR
7	Installation of wirings for backup	,		_	_	_	\	_	_		$\overline{}$	_	\	\	\	Administrative Division
	power															
m	Installation of Google Chrome,			_				-								ICTU
	Microsoft Teams, Google Drive, and										•					
	document scan software to									ü						
	laptops/tablets; creation of Google															
	folders															
4.	Configuration of routers/access points			/ / /												ICTU
κį	Data IO ports tracing			/ /	/			-								
9	Installation and testing of ICT			_	_											
	infrastructure															
۲-	Register for Philippine National Public	/		///	/	/	/ /				_	_	_	/	_	ICTU
	Key Infrastructure			-	-	_										The state of the s
œί	Prepare auditees' site assignments	(3 days before the mock audit)	ys b	efore	the	m	čk a	udit	(;							QMR
တ	Setup ICT infrastructure for the mock	(1 day before the mock audit)	y be	fore	ф	ă	÷ å	ğ								QMR, Administrative
	audit															Division, ICTU
5.	10. Make assessment report of the mock	(1 day after the mock audit)	y aft	er t	ē	상	and	€								QMR
	audit							ļ								
1.	11. Prepare auditees' site assignments	(1 week before the audit)	ek b	efor	e th	e an	dit)									QMR
12.	12. Setup ICT infrastructure for the actual	(2 days before the audit)	ys b	efore	s the	auc	dit.									QMR, Administrative
	audit															Division, ICTU
13.	13. Make assessment report of the actual	(1 day after the audit)	y aft	ert	ie aı	dit)	_									QMR
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HUMAN RESOURCES FOR LOGISTICS

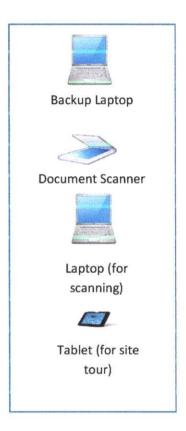
Staff	Number of Staff	Remarks
QMR Representatives	2	1 per audit site
ICTU Personnel	2	1 per audit site
Administrative Division or General Services Unit Personnel	2	1 per audit site

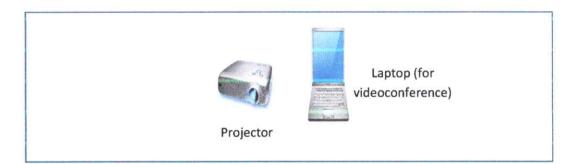
LAYOUT OF AUDIT SITES





Backup Wi-Fi





RISKS AND OPPORTUNITIES

Information and Communications Technology (ICT)	Potential Use	Risks	Opportunities
Video call (synchronous) (MS Teams/Google Meet)	Conducting interviews Guided site tours	Internet downtime/outage	Availability of LTE signal for mobile data/broadband
		Power outage	Availability of backup power/generator
Document scanning	Presenting MOVs/documents	Hardware malfunction	Availability of tablets with scan software
People	Potential Use	Risks	Opportunities
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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Chief, HRDD

Recommending Approval:

Approved:

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Director III

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