



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

February 27, 2023

**OFFICE MEMORANDUM**

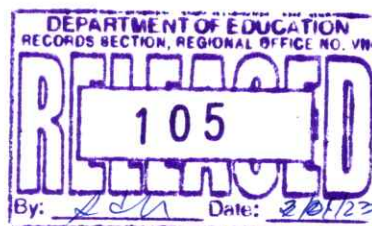
No. 105, s. 2023

TO: Assistant Regional Director  
Regional Office Division Chiefs  
Regional Office Unit Heads  
Regional ISO Core Teams

**2023 REGIONAL OFFICE INTERNAL QUALITY AUDIT (IQA)**

1. To ensure continual improvement in the operationalization of the National Quality Management System (NQMS) and conformance with the office requirements and ISO 9001:2015 standards, this Office announces the planned schedules in the conduct of the Internal Quality Audit (IQA) for the Calendar Year 2023 to commence on May 2023 until September 2023. The details on the schedule and the arrangement of offices to be reviewed are specified in the herein attached copy of the 2023 Audit Program (Annex A). Moreover, special audit schedules will soon be set depending on the findings of the process review conducted.
2. All Regional Office Division Chiefs and Heads of Units/Sections are advised to include the IQA activity in the 2023 Office Calendar of Activities for proper implementation of the said program and to lessen chances of having conflicting office schedules. Likewise, every office should ensure that process owners are available during the specified dates to have a smooth flow of the office IQA implementation.
3. Immediate dissemination of and compliance with this memorandum are desired.

**EVELYN R. FETALVERO, CESO IV**  
Regional Director





**Republic of the Philippines**  
**Department of Education**  
 REGION VIII – EASTERN VISAYAS

**AUDIT PROGRAM**

<b>AUDITEE NAME &amp; ADDRESS</b>	Department of Education – Regional Office VIII Government Center, Candahug, Palo, Leyte
<b>AUDIT OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1. Assess the Conformity to the Established QMS;</li> <li>2. Evaluate its Effectiveness; and</li> <li>3. Identify Opportunities for Improvement.</li> </ol>
<b>AUDIT SCOPE</b>	Management, Provision of Basic Education Service and Support Processes.
<b>AUDIT CRITERIA</b>	
<b>AUDIT METHODS</b>	
<b>RESOURCE REQUIREMENTS:</b>	<ol style="list-style-type: none"> <li>1. Conference room and presentation equipment, as necessary, for entry and exit conference</li> <li>2. Planning documents, operations manual and other relevant references</li> </ol>

**AUDIT SCHEDULE**

Office	Declared Processes	2023 Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Administrative Division	Asset Management Section															
	1. Acquisition of Tangible And Intangible Assets (Purchase Order)						X									
	2. Acquisition of Tangible and Intangible Assets (Job Order)						X									
	3. Asset Utilization and Inventory						X									
	4. Asset Disposal						X									
	Procurement Unit															

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	5. Procurement Planning					X										
	6. Competitive Bidding					X										
	7. Alternative Methods of Procurement					X										
	8. Repeat Order					X										
	9. Agency-to-Agency Cash Section					X										
	10. Collections and Deposits					X										
	11. Disbursements					X										
	12. Preparation of ACIC & SLIAE					X										
	13. Control of Accountable Forms					X										
	14. Maintenance And closure of Bank Accounts					X										
	Personnel Section															
	15. Recruitment, Selection, and Placement									X						
	16. Request for Transfer from One Station to Another									X						
	17. Application for Equivalent Record Form									X						
	18. Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form									X						
	19. Reclassification for School Head and Master Teacher Positions									X						
	20. NOSCA for Newly Created Positions									X						



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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	21. Leave Management (Travel abroad, Leave of Absence, and Study Leave)						X								
	22. Compensation and Benefits						X								
	23. Personnel Records Management						X								
	24. Personnel Inventory						X								
	25. Automatic Payroll Deduction system (APDS) Management						X								
	26. Personnel Performance Management						X								
	Records Section						X								
	27. Publication of Issuance						X								
	28. Handling of Incoming Documents						X								
	29. Handling of Outgoing Documents						X								
	30. Access, Disclosure, and Issuance of Documents						X								
	31. Records Disposition						X								
	32. Records Inventory						X								
	General Services Units														
	33. Security Services						X								
	34. Facilities Maintenance						X								
	35. Transportation and Service Vehicle Maintenance						X								
Curriculum and Learning Management	1. Curriculum Management and Standards Development (curriculum Management)									X					



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Division (CLMD)																	
	2. Learning Delivery Management and Development (Management/contextualization of Teaching-Learning Delivery System)					X											
	3. Learning Resource management and Development (Management of Quality Assurance of Learning Resources/Contextualized Learning Resources)					X											
	4. Education Assessment and Research					X											
	a. Management of Assessment Mechanism Contextualization					X											
	b. Assessment Operation					X											
	c. Data Analysis and Interpretation					X											
	d. Development of Education Research Framework, Design, Procedure, and Instruments					X											
	e. Conduct of Research					X											
	f. Utilization of Research Data and Information					X											
	5. Unit Performance					X											



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Education support Services Division (ESSD)	1. Disaster Risk Reduction and Management					X										
	2. External Partnership Management					X										
	3. Learner Formation					X										
	4. Infrastructure Management					X										
	5. General Service Management (Clinic Management)					X										
	6. Learner Support Management					X										
	7. Learner Rights and Protection					X										
	8. Legal Management					X										
Finance Division	1. Budget Preparation and Approval									X						
	2. Budget Processing and Execution									X						
	3. Pre-Audit and Disbursement									X						
	4. Budget Accountability and Reporting									X						
	5. Financial Accountability and Reporting									X						
	6. Monitoring and Recording of financial Transactions									X						
Field Technical Assistance Division (FTAD)	1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or									X						



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	Program/Project Implementation															
	2. Project Management					X										
	3. Knowledge Management					X										
Human Resource Development division (HRDD)	1. Learning/Professional Development and Management for Teachers and School Leaders					X										
	a. Design and Development of Learning/PD Standards and Programs/Courses					X										
	b. Management of Learning/PD Programs					X										
	c. Quality Assurance of Learning/PD Programs					X										
	d. M&E of Learning/PD Programs					X										
	e. Management of Scholarship Programs					X										
	2. Human Resource Management and Development					X										
	a. Employees Welfare					X										
	b. Personnel Performance Management					X										
	c. Professional Development/Learning and Development					X										
	d. Recruitment, Selection, Placement, and Induction					X										



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Policy, Planning, and Research Division (PPRD)	(Teachers, Master Teachers, School heads, Other Positions, Third Level Positions)																	
	e. Rewards and Recognition						X											
	1. Strategic Planning						X											
	2. Medium Term Planning						X											
	3. Operational Planning						X											
	4. Policy Implementation						X											
	5. Policy Review						X											
	6. Education Statistics Monitoring						X											
Office of the Regional Director (ORD)	7. Research Management						X											
	8. Data Management						X											
	Legal Unit								X									
	1. Policy Implementation								X									
	2. Policy Review								X									
	3. Management Meetings								X									
	4. Office and Staff Performance Monitoring and Appraisal								X									
	5. Investigation and Resolution of Cases								X									
6. Investigation of complaints against Private School/s for Violation of DepEd Rules								X										



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	7. Regulation and Policies; Issuance of Certificate of No-Pending Case					X										
	8. Public Relations and Assistance; Assistance to the Office of the Solicitor General (OSG)					X										
	9. Resolution of Request for correction of Entries in School Records					X										
	10. Issuance of Certificate of No Pending Administrative Cases					X										
	11. Case Records Management					X										
	12. Review and Approval of contracts/Agreements/Other Legal Documents					X										
	Public Affairs Unit (PAU)					X										
	13. Communication Planning, Management, Monitoring, and Evaluation Information Management and Dissemination					X										
	14. Materials Production					X										
	15. Media Relations					X										
	16. Public Relations and Assistance					X										
	17. Monitoring of Citizen/Client Satisfaction Survey					X										
	Information Communication and Technology Unit (ICTU)					X										

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	18. Design and Development of ICT Solutions					X									
	19. Management of ICT Solution (Accounts Administration)					X									
	20. Management of ICT Solution (Website Content Uploading)					X									
	21. Management of Technology Infrastructure (Local Area Network Administration )					X									
	22. Management of Technology Infrastructure (DepEd Computerization Program Support)					X									
	23. User Support/Help Desk					X									
Quality Assurance Division (QAD)	1. Organization Management: Management of Public School Applications in Basic Education (Establishment, Conversion, Naming/Renaming of Schools, Separation of School Annexes)										X				
	2. Private Education Regulations and Development										X				
	a. Grant of Permits to Operate and Recognitions										X				
	b. Grant of Special Orders of Private Schools/Technical Vocational Institutions (TVI)										X				

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	c. Acknowledgement of Private School (Temporary/Permanent) Closure						X									
	d. Review And Approval of School Fees of Private Schools						X									
	e. Review and Development of Policies of Private Schools						X									
	3. Quality Assurance-Monitoring and Evaluation (QAME) of Learning/PD Programs						X									
	4. Monitoring and Evaluation						X									
	5. Management in the Conduct of Principal's Test						X									
Top Management	Management Review						X						X			
Internal Quality Audit Team (IQAT)	Internal Quality Audit						X						X			
Knowledge Management Team (KMT)	Documented Information Management						X						X			
Risk Management Team (RMT)	Risk Management						X						X			
Training and Advocacy Team (TAT)	Training and Advocacy Management						X						X			



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**Composition of IQA Sub-Teams:**

<b>Team Assignment</b>	<b>Names</b>	<b>Team Designation</b>
<b>Team A</b>	Cesar P. Verunque	Chairperson
	Marlou D. Camposano	Team Leader
	Jimmy G. Gula	Member
	Melvin Chito M. Solis	Member
<b>Team B</b>	Gerardo L. Adtoon	Team Leader
	Rachel R. Cuevas	Member
	Sonny S. Tayum,	Member
<b>Team C</b>	Geraldine M. Mangaliman	Team Leader
	Reynaldo Nayre	Member
	Dandy G. Acuin	Member
	Sarah Cabaluna	Member

<b>Team Assignment</b>	<b>Names</b>	<b>Team Designation</b>
<b>Team D</b>	Fe Gerona	Team Leader
	Gladys Fabillo	Member
	Kathrine Mae Cromente	Member
<b>Team E</b>	Gary Jay Calipayan	Team Leader
	Ronafe A. Dolo	Member
	May Ann Ladrera	Member
<b>Team F</b>	Elizabeth Caboboy	Team Leader
	Russel Resco	Member
	Jennylynd D. Daya	Member

**NOTES:**

1. Audit Program shall be prepared by the Lead Internal Quality Auditor
2. IQA Teams shall be assigned by the Lead Internal Quality Auditor.
3. Audit Itinerary, which includes the purpose, processes and offices to be audited, assigned Audit Teams, actual date and time of the IQA, and resource requirements, shall be prepared and communicated through an Office Memorandum to all concerned offices at least a week prior to the activity. The communication
4. Utmost cooperation is expected from all offices.

Prepared by:

**CESAR P. VERUNQUE**

Lead Internal Quality Auditor

Date: February 23, 2023

Approved by:

**RITA R. DIMAKILING, PH.D.**

Quality Management Representative

Date: February 23, 2023



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