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

March 13, 2023

OFFICE MEMORANDUM

No. **147**, s. 2023

To: Internal Quality Audit Team (IQAT) Members
Quality Management Representative (QMR)
Regional Office Division Chiefs
All Others Concerned

REFRESHER COURSE ON INTERNAL QUALITY AUDIT (IQA)

1. In relation to the adoption of the National Quality Management System (QMS) and the operationalization of the Procedures and Work Instruction Manuals (PAWIM) as stipulated in the DepEd Order No. 9, s. 2021 and DepEd Memorandum No. 014, s. 2022, respectively, this Office will conduct a Refresher Course on Internal Quality Audit (IQA) on April 19-21, 2023. The venue will be announced in a separate memorandum.

2. The objectives of the above-mentioned activity are the following:

- a. gain practical and common understanding of the different clause requirements of ISO 9001:2015;
- b. enhance the skills in implementing the control of non-conforming outputs and corrective actions;
- c. identify the key steps in formulating a good non-conformity statement, defining the appropriate correction and corrective action, and conducting root cause analysis; and
- d. improve the existing practices in conducting internal quality audit.

3. The participants are the following members of the IQA Team:

Names	Office
1. Cesar P. Verunque	Chief, QAD
2. Marlou D. Camposano	EPS, QAD
3. Jimmy G. Gula	EPS, QAD
4. Melvin Chito M. Solis	EPS, QAD
5. Gerardo L. Adtoon	EPS, QAD
6. Rachel R. Cuevas	EPS, QAD
7. Sonny S. Tayum,	EPS, QAD
8. Geraldine M. Mangaliman	EPS, FTAD
9. Reynaldo Nayre	EPS, FTAD
10. Dandy G. Acuin	EPS, CLMD
11. Sarah Cabaluna	EPS, CLMD



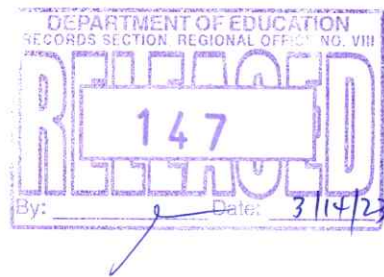
Names	Office
12. Fe Gerona	Chief Accountant, FD
13. Gladys Fabillo	SAO, FD
14. Kathrine Mae Cromente	Accountant II, FD
15. Gary Jay Calipayan	Budget Officer IV, FD
16. Ronafe A. Dolo	AO IV, FD
17. May Ann Ladrera	AO II, PU
18. Elizabeth Caboboy	SAO, AD
19. Russel Resco	AO V, Cash Section
20. Jennylynd D. Daya	EPS II, PPRD

4. The expenses incurred in the conduct of the activity shall be charged against the Regional Fund subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.


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

QAD-SST





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ACTIVITY PROPOSAL

A. TITLE OF ACTIVITY: REFRESHER COURSE ON INTERNAL QUALITY AUDIT (IQA)

B. Purpose:

To enhance the knowledge and skills of the Internal Quality Audit Team (IQAT) members in conducting an objective audit based in the context of One DepEd, One QMS environment.

C. Date/Venue: April 19-21, 2023 @ venue to be identified later

D. Expected Participants (24 pax):

- IQAT Members = 20
- Resource Persons = 2
- Driver & Staff = 2

E. Budget Proposal:

• Meals: 24 pax @ P2,000/pax x 3 days	= 144,000.00
• Plane Fare (Resource Persons from DepEd CO): 2 pax @ 10,000	= 20,000.00
• Miscellaneous: fuel and materials	= 5,000.00
TOTAL:	169,000.00
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F. Expected Outputs:

- IQA Sub-team Assignments and Schedules
- Audit Itinerary
- Audit Checklist
- Agreements

G. Source of Funds:

- ORD/AORD Funds

Prepared by:

CESAR P. VERUNQUE
IQAT Lead

Noted:

RITA R. DIMAKILING
QMR

Approved by:

EVELYN R. FETALVERO, CESO IV
Regional Director

