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

April 3, 2023

OFFICE MEMORANDUM

No. **197**, s. 2023

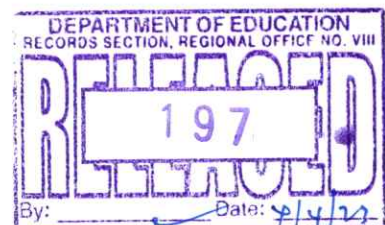
To: Internal Quality Audit Team (IQAT) Members
Quality Management Representative (QMR)
Regional Office Division Chiefs
All Others Concerned

RESETTING OF THE REFRESHER COURSE ON INTERNAL QUALITY AUDIT (IQA)

1. This Office announces the resetting of the Refresher Course on Internal Quality Audit (IQA) from **April 19-21, 2023** to **April 11-13, 2023** at the RELC-NEAP Mess Hall, DepEd RO8, Government Center, Candahug, Palo, Leyte.
2. All other provisions stipulated in the previously issued Memorandum relative to the conduct of the said activity are still in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV
Regional Director

QAD-SST





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:

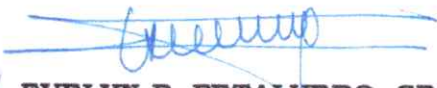

| Names | Office |
|----------------------------|---------------|
| 1. Cesar P. Verunque | Chief, QAD |
| 2. Marlou D. Camposano | EPS, QAD |
| 3. Jimmy G. Gula | EPS, QAD |
| 4. Melvin Chito M. Solis | EPS, QAD |
| 5. Gerardo L. Adtoon | EPS, QAD |
| 6. Rachel R. Cuevas | EPS, QAD |
| 7. Sonny S. Tayum,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



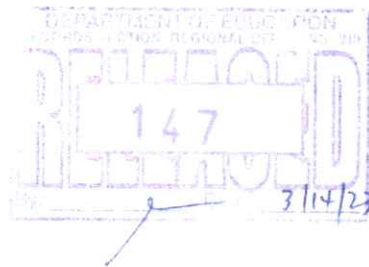
| Names | Office |
|---------------------------|-----------------------|
| 12. Fe Gerona | Chief Accountant, FD |
| 13. Gladys Fabillo | SAO, FD |
| 14. Kathrine Mae Cromente | Accountant II, FD |
| 15. Gary Jay Calipayan | Budget Officer IV, FD |
| 16. Ronafe A. Dolo | AO IV, FD |
| 17. May Ann Ladrera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


~ **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



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