



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

6476

May 30, 2023

OFFICE MEMORANDUM

QAD-2023- **308**

INTERNAL QUALITY AUDIT (IQA) FOR THE MONTH OF JUNE 2023

To: Assistant Regional Director
Functional Division Chiefs
Quality Management Representative (QMR)
Internal Quality Audit Team Members
All Others Concerned

1. In reference to the DepEd RO8 Updated Audit Program for 2023, Annex A of Regional Memorandum No. 305, s. 2023, and in preparation for the Inter-regional Audit which may possibly happen on the third week of June 2023, this Office, through the Quality Assurance Division (QAD) informs all concerned that the second round Internal Quality Audit is scheduled on June 8-19, 2023.
2. The RO Divisions/offices and Quality Management System (QMS) Teams with the corresponding declared processes to be audited and IQA Team assignment are indicated in the Audit Itinerary as enclosure to this memorandum.
3. To comply with the QMS requirements and to set the readiness of DepEd RO8 for the above mentioned CO-led activity, all concerned RO Division Chiefs, Heads of Units/Sections, and QMS Team Chairpersons are advised to prioritize the specified internal audit schedules in the program of activities for the month of June 2023.
4. For information and guidance


EVELYN R. FETALVERO, CESO IV
Regional Director

QAD-CPV





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

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DepEd Regional Office 8 Functional divisions						
AUDIT SCHEDULE:	June 8-9, 13, 19, 2023						
AUDIT SCOPE:	<input checked="" type="checkbox"/> Management Process <input checked="" type="checkbox"/> Core Process <input checked="" type="checkbox"/> Support Process						
AUDIT OBJECTIVES:	1. Assess the Conformity to the Established QMS. 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.						
AUDIT CRITERIA:	ISO 9001:2015, QMS Requirements, Office Operations Manual, Statutory Rules and Policies						
LEAD AUDITOR:	Cesar P. Verunque						
MEMBER AUDITORS:	Team Assignment	Names	Team Designation	Team Assignment	Names	Team Designation	
	Team A	Marlou D. Camposano	Team Leader	Team D	Fe Gerona	Team Leader	
		Jimmy G. Gula	Member		Gladys Fabillo	Member	
		Melvin Chito M. Solis	Member		Kathrine Mae Cromente	Member	
	Team B	Gerardo L. Adtoon	Team Leader	Team E	Gary Jay Calipayan	Team Leader	
		Rachel R. Cuevas	Member		Ronafe A. Dolo	Member	
		Sonny S. Tayum,	Member		May Ann Ladrera	Member	
	Team C	Geraldine M. Mangaliman	Team Leader	Team F	Elizabeth Caboboy	Team Leader	
		Reynaldo Nayre	Member		Russel Resco	Member	
		Dandy G. Acuin	Member		Jennylynd D. Daya	Member	
		Sarah Cabaluna	Member				
	RESOURCE REQUIREMENTS:	Venue for the entry and exit conference.					
	Opening Meeting	June 8, 2023, 9:00-9:30 AM					



Office to be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
Administrative Division		Dr. Alejandrito L. Yman			
Personnel Section	Recruitment, Selection, and Placement	Eva D. Rosales	Clause 7.1.2 and Clause 7.2 ABD	June 8, 2023 9:00-12:00	Team A
	Request for Transfer from One Station to Another			1:00-3:00	
	Application for Equivalent Record Form				
	Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form				
	Reclassification for School Head and Master Teacher Positions				
	NOSCA for Newly Created Positions				
	Leave Management (Travel abroad, Leave of Absence, and Study Leave)				
	Compensation and Benefits				
	Personnel Records Management				
	Personnel Inventory				
	Automatic Payroll Deduction system (APDS) Management				
	Personnel Performance Management				



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Office to be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
Records Section	Publication of Issuance	Ariem Cinco	Clauses 6.1, 6.2, 8.1, 8.2, 8.5, 8.6, 8.7	June 8, 2023 9:00 – 12:00	Team C
	Handling of Incoming Documents				
	Handling of Outgoing Documents				
	Access, Disclosure, and Issuance of Documents				
	Records Disposition				
	Records Inventory				
General Services Units	Security Services	Apple Reyes	Clauses 6.1, 6.2, 7.1.3, 7.1.4, 8.4	June 8, 2023 9:00 -12:00	Team D
	Facilities Maintenance				
	Transportation and Service Vehicle Maintenance				
Asset Management Section	Acquisition of Tangible and Intangible Assets (Purchase Order)	Laura Paglinawan	Clause 8.4	1:00 - 2:00	
	Acquisition of Tangible and Intangible Assets (Job Order)				
	Asset Utilization and Inventory				
	Asset Disposal				
Policy, Planning, and Research Division (PPRD)	Strategic Planning	Dr. Rita R. Dimakiling	Clauses 6.1, 6.2, 8.1, 8.2, 8.5, 8.6, 8.7	June 8, 2023 9:00 -12:00	Team E
	Medium Term Planning				
	Operational Planning				
	Policy Implementation				
	Policy Review				



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	Education Statistics Monitoring Research Management Data Management				
Field Technical Assistance Division (FTAD)	Organization Management/ Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation Project Management Knowledge Management	Mercedes D.Sarmiento	Clauses 6.1, 6.2, 8.1, 8.2, 8.5, 8.6, 8.7	June 9, 2023 9:00-12:00	Team F
Human Resource Development Division (HRDD)	Learning/Professional Development and Management for Teachers and School Leaders <i>Design and Development of Learning/ PD Standards and Programs/ Courses</i> <i>Management of Learning/ PD Programs</i> <i>Quality Assurance of Learning/ PD Programs</i> <i>M&E of Learning/ PD Programs</i> <i>Management of Scholarship Programs</i>	Dr. Alejandra B. Lagumbay	Clauses 6.1, 6.2, 7.2.c., 8.1, 8.2, 8.5, 8.6, 8.7	June 9, 2023 9:00 -12:00	Team B



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Office to be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
	Human Resource Management and Development <i>Employees Welfare</i> <i>Personnel Performance Management</i> <i>Professional Development/ Learning and Development</i> <i>Recruitment, Selection, Placement, and Induction (Teachers, Master Teachers, School heads, Other Positions, Third Level Positions)</i> Rewards and Recognition				
Knowledge Management Team (KMT)	Documented Information Management	Mercedes D. Sarmiento	Clause 7.5	June 9, 2023 1:00-3:00	Team F
Risk Management Team (RMT)	Risk Management	Dr. Harvie D. Villamor	Clause 6	June 9, 2023 9:00 -12:00	Team E
Finance Division	Budget Preparation and Approval Budget Processing and Execution Pre-Audit and Disbursement Budget Accountability and Reporting Financial Accountability and Reporting Monitoring and Recording of financial Transactions	Alma A. Suyom	Clauses 6.1, 6.2, 8.1, 8.2, 8.5, 8.6, 8.7	June 13, 2023 9:00 -12:00	Team F



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Office to be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
Quality Assurance Division (QAD)	Organization Management: Management of Public School Applications in Basic Education (Establishment, Conversion, Naming/Renaming of Schools, Separation of School Annexes)	Cesar P. Verunque	Clauses 6.1, 6.2, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1.2	June 13, 2023 9:00 -12:00	
	Private Education Regulations and Development				
	<i>Grant of Permits to Operate and Recognitions</i>				
	<i>Grant of Special Orders of Private Schools/ Technical Vocational Institutions (TVI)</i>				
	<i>Acknowledgement of Private School (Temporary/ Permanent) Closure</i>				
	<i>Review And Approval of School Fees of Private Schools</i>				
	<i>Review and Development of Policies of Private Schools</i>				
	Quality Assurance-Monitoring and Evaluation (QAME) of Learning/PD Programs				
	Monitoring and Evaluation				
Management in the Conduct of Principal's Test					



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Internal Quality Audit Team (IQAT)	Internal Quality Audit	Cesar P. Verunque	Clause 9.2	June 13, 2023	QMR
Training and Advocacy Team (TAT)	Training and Advocacy Management	Dr. Alejandra B. Lagumbay	Clause 7.3	June 13, 2023	Team B
Quality Workplace Team	Workplace Management	Dr. Alejandrino L. Yman	Clause 7.1.3, 7.1.4	June 13, 2023	Cesar P. Verunque Gary Jay Calipayan Jimmy Gula
Top Management	Management Review	RD Evelyn R. Fetalvero	Clauses 4,5,6,7,9.1, 9.3, 10	June 19, 2023	Gerardo Adtoon Marlou Camposano Elizabeth Caboboy Geraldine Mangaliman

Prepared by:



SONNY S. TAYUM

Co-Lead Internal Quality Auditor
May 30, 2023

Reviewed by:



CESAR P. VERUNQUE

Lead Internal Quality Auditor
May 30, 2023

Approved:



EVELYN R. FETALVERO, CESO IV

Regional Director
May 30, 2023

