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

January 4, 2024

OFFICE MEMORANDUM

QAD-2024-

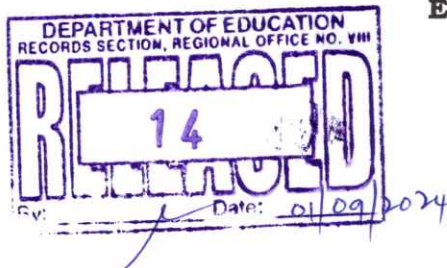
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2024 REGIONAL OFFICE INTERNAL QUALITY AUDIT (IQA)

To: Assistant Regional Director
Quality Management Representative (QMR)
Regional Office Division Chiefs
Regional QMS Core Teams
All Others Concerned

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 schedules of the Internal Quality Audit (IQA) for the Calendar Year 2024 from January 2024 until September 2024.
2. Attached is a copy of the 2024 Audit Program indicating the schedule of processes and offices to be I audited by the IQA Team.
3. A special audit schedules will be set depending on the findings of the process review conducted and request by the top management or Quality Management Representative.
4. This office advises all Regional Division Office Chiefs and Heads of Units/Sections to include the IQA activity in the 2024 Office Calendar of Activities for proper implementation of the said program and to lessen chances of having conflicting schedules.
5. Every office should ensure that process owners are available during the specified date to facilitate smooth flow of the IQA implementation.
6. For information and guidance.


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



QAD-CPV





Republic of the Philippines
Department of Education

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DepEd Region VIII
AUDIT SCHEDULE:	January 5, 8-9, 2024
AUDIT SCOPE:	<input checked="" type="checkbox"/> Management Process <input checked="" type="checkbox"/> Core Process <input checked="" type="checkbox"/> Support Process
AUDIT OBJECTIVES:	<ol style="list-style-type: none">1. Evaluate the conformity of the organization to the ISO 9001:2015 requirements, laws, and regulations;2. Assess the conformity of the documented information to the established QMS;3. Evaluate its effectiveness; and4. Identify and recommend Opportunities for Improvement.
AUDIT CRITERIA:	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements
LEAD AUDITOR:	Cesar P. Verunque
MEMBER AUDITORS:	All IQA members
RESOURCE REQUIREMENTS:	Conference Room, Laptop, Overhead Projector, Accommodation, Meal, Transportation

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Opening Program			N/A	January 5, 2024	All
Top Management, QMR & QMS Secretariat	Leadership & Management Review	Evelyn R. Fetalvero, Ronelo Al K. Firmo, Rita R. Dimakiling	5.1, 5.2, 5.3, 9.3	January 5, 2024	Team-F
PPRD	REDP	Rita R. Dimakiling	Clause 6		
PPRD	Data Information Management and Research Management	Rita R. Dimakiling	6.1, 6.3, 7.1.1, 7.5.3, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3		
KMT	Documented Information Management, Knowledge Management,	Mercedes Sarmiento	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	January 8, 2024	Team-B
FTAD	Organization Management & Project Management	Mercedes Sarmiento	6.1, 6.3, 7.1.5, 7.1.6, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3		
RMT	Risk Management,	Alma Suyom	6.1, 7.1.3, 7.1.5.2,	January 5,8-9, 2024	Team- B,C, D




Office be Audited (Bureau/Service/Division/Unit)	Declared Processes	Auditees (Specific Units/Names)	Applicable Clauses	Date/Time Covered	Auditor
			7.1.6, 7.2, 7.5		
TAT	Training and Advocacy,	Harvie Villamor	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5		
HRDD	Learning/Professional Development and Management for Teachers and School Leaders, & Human Resource Management and Development	Harvie Villamor	6.1, 6.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 5, 2024	Team-D
CLMD	Curriculum Management, Management/Contextualization of Teaching-Learning Delivery Systems, Management of Quality Assurance of Learning Resources/ Contextualized Learning Resources, Education Assessment and Research	Gertrudes Mabutin	6.1, 6.3, 7.1, 7.3, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 5, 2024	Team-A
ASD (Asset Management Section, Personnel Section, Records Section, General Services Unit, & Procurement Unit)	Asset Management, Human Resource Management and Development, Records Management, General Services Management, Procurement Management, Automatic Payroll Deduction System (APDS) Management	Rosemarie Guino, Elizabeth Caboboy Eva Rosales, Ariem Cinco et.al	6.1, 6.3, 7.1.2, 7.1.3, 7.1.5, 7.2, 7.5.1, 7.5.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 9, 2024	Team-C & D
QWT	Quality Workplace	Rosemarie Guino	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5		
QAD	Monitoring & Evaluation of Learning/PD Programs, Organization Management, Private Education Regulations and Development, Review and Approval of Tuition and other Fees Increase and Proposed New Fees of Private Schools	Cesar P. Verunque	6.1, 6.3, 7.5.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 9, 2024	Team-F
Office of the Regional Director (Legal, ICT)	Legal Management ICT Management	Jim Albert Lagado	6.1, 6.3, 7.1.3, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 5, 2024	Team-E
ESSD	Disaster Risk Reduction and Management, External	Alejandra Lagumbay	6.1, 6.2, 6.3, 7.1, 7.5, 8.1,		



Office be Audited (Bureau/Service/Division/Unit)	Declared Processes	Auditees (Specific Units/Names)	Applicable Clauses	Date/Time Covered	Auditor
	Partnership, Clinic Management, Infrastructure Management, Program Management, Development and Implementation of DepEd Child Protection Programs, Sites Titling and oversight of DepEd school sites		8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 9, 2024	Team- E
Finance Division	Financial Management	Alma Suyom	6.1, 6.3, 7.1.1, 7.5.3, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 5, 2024	Team- C
Office of the Regional Director (PAU)	Public Affairs Management & Citizen/Client Satisfaction Feedback Management	Jasmin F. Calzita	6.1, 6.3, 7.1.3, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 5, 2024	Team-E
Cash Section	Financial Management	Russel Resco	6.1, 6.3, 7.1.1, 7.5.3, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	January 9, 2024	Team- C & D
IQAT	Internal Quality Audit	Cesar P. Verunque, Sonny S. Tayum	9.2	January 9, 2024 9:00-10:00A.M.	QMR
Wash-up Meeting			N/A		All
Closing Meeting			N/A		All

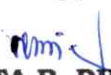
Prepared by:


GERARDO L. ADTOON
 Audit Team Leader
 Date: **January 3, 2024**

Reviewed by:


CESAR P. VERUNQUE.
 Lead Internal Quality Auditor
 Date: **January 3, 2024**

Approved:


RITA R. DIMAKILING
 Quality Management Representative
 Date: **January 3, 2024**





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

2024 AUDIT PROGRAM

AUDITEE NAME & ADDRESS	Department of Education – Regional Office VIII Government Center, Candahug, Palo, Leyte
AUDIT OBJECTIVES	<ol style="list-style-type: none"> 1. Assess the Conformity to the Established QMS; 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.
AUDIT SCOPE	Management, Provision of Basic Education Service and Support Processes.
AUDIT CRITERIA	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements
AUDIT METHODS	“One-Time-Big Time” Onsite Audit
RESOURCE REQUIREMENTS:	<ol style="list-style-type: none"> 1. Conference room and presentation equipment, as necessary, for entry and exit conference 2. Planning documents, operations manual and other relevant references

		AUDIT SCHEDULE											
		2024 Audit Month											
Office	Declared Processes	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					X						
	2. Acquisition of Tangible and Intangible Assets (Job Order)	X					X						
	3. Asset Utilization and Inventory	X					X						
	4. Asset Disposal	X					X						
	Procurement Unit												

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AUDIT SCHEDULE

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

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		2024 Audit Month																				
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec									
	21. Leave Management (Travel abroad, Leave of Absence, and Study Leave)	X									X											
	22. Compensation and Benefits	X									X											
	23. Personnel Records Management	X									X											
	24. Personnel Inventory	X									X											
	25. Automatic Payroll Deduction system (APDS) Management										X											
	26. Personnel Performance Management	X									X											
	Records Section	X									X											
	27. Publication of Issuance	X									X											
	28. Handling of Incoming Documents	X									X											
	29. Handling of Outgoing Documents	X									X											
	30. Access, Disclosure, and Issuance of Documents	X									X											
	31. Records Disposition	X									X											
	32. Records Inventory	X									X											
	General Services Units	X									X											
	33. Security Services	X									X											
	34. Facilities Maintenance										X											
	35. Transportation and Service Vehicle Maintenance	X									X											
Curriculum and Learning Management	1. Curriculum Management and Standards Development (curriculum Management)	X								X												

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

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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Education support Services Division (ESSD)	1. Disaster Risk Reduction and Management	X				X									
	2. External Partnership Management	X				X									
	3. Learner Formation	X				X									
	4. Infrastructure Management	X				X									
	5. General Service Management (Clinic Management)	X				X									
	6. Learner Support Management	X				X									
	7. Learner Rights and Protection	X				X									
	8. Legal Management	X				X									
Finance Division	1. Budget Preparation and Approval	X				X				X					
	2. Budget Processing and Execution									X					
	3. Pre-Audit and Disbursement	X				X				X					
	4. Budget Accountability and Reporting	X				X				X					
	5. Financial Accountability and Reporting	X				X				X					
	6. Monitoring and recording of financial Transactions	X				X				X					
	1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or	X				X				X					

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

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

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

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	22. Design and Development of ICT Solutions	X				X										
	23. Management of ICT Solution (Accounts Administration)	X				X										
	24. Management of ICT Solution (Website Content Uploading)	X				X										
	25. Management of Technology Infrastructure (Local Area Network Administration)	X				X										
	26. Management of Technology Infrastructure (DepeEd Computerization Program Support)	X				X										
	27. User Support/Help Desk	X				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				X										
	2. Private Education Regulations and Development									X						
	a. Grant of Permits to Operate and Recognitions	X								X						
	b. Grant of Special Orders of Private Schools/Technical Vocational Institutions (TVI)	X								X						

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

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Quality Workplace Team		X					X								
Workplace Management															
		X													

Composition of IQA Sub-Teams:

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

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



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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: January 3, 2024

Approved by:

RTA R. DIMAKILING, Ph.D.

Quality Management Representative

Date: January 3, 2024



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Department of Education
 REGION VIII - EASTERN VISAYAS

2024 AUDIT PROGRAM

AUDITEE NAME & ADDRESS	Department of Education – Regional Office VIII Government Center, Candahug, Palo, Leyte
AUDIT OBJECTIVES	<ol style="list-style-type: none"> 1. Assess the Conformity to the Established QMS; 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.
AUDIT SCOPE	Management, Provision of Basic Education Service and Support Processes.
AUDIT CRITERIA	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements
AUDIT METHODS	“One-Time-Big Time” Onsite Audit
RESOURCE REQUIREMENTS:	<ol style="list-style-type: none"> 1. Conference room and presentation equipment, as necessary, for entry and exit conference 2. Planning documents, operations manual and other relevant references

		AUDIT SCHEDULE											
		2024 Audit Month											
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Administrative Division	Asset Management Section												
	1. Acquisition of Tangible and Intangible Assets (Purchase Order)	X					X						
	2. Acquisition of Tangible and Intangible Assets (Job Order)	X					X						
	3. Asset Utilization and Inventory	X					X						
	4. Asset Disposal	X					X						
	Procurement Unit	X					X						

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Office	Declared Processes	2024 Audit Month													
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	5. Procurement Planning	X				X									
	6. Competitive Bidding	X				X									
	7. Alternative Methods of Procurement	X				X									
	8. Repeat Order	X				X									
	9. Agency-to-Agency	X				X									
	Cash Section														
	10. Collections and Deposits	X				X									
	11. Disbursements	X				X									
	12. Preparation of ACIC & SLIAE	X				X									
	13. Control of Accountable Forms	X				X									
	14. Maintenance And closure of Bank Accounts	X				X									
	Personnel Section														
	15. Recruitment, Selection, and Placement	X								X					
	16. Request for Transfer from One Station to Another	X								X					
	17. Application for Equivalent Record Form	X								X					
	18. Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form	X								X					
	19. Reclassification for School Head and Master Teacher Positions	X								X					
	20. NOSCA for Newly Created Positions	X								X					

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Office	Declared Processes	2024 Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
	21. Leave Management (Travel abroad, Leave of Absence, and Study Leave)	X					X									
	22. Compensation and Benefits	X					X									
	23. Personnel Records Management	X					X									
	24. Personnel Inventory	X					X									
	25. Automatic Payroll Deduction system (APDS) Management						X									
	26. Personnel Performance Management	X					X									
	Records Section	X					X									
	27. Publication of Issuance	X					X									
	28. Handling of Incoming Documents	X					X									
	29. Handling of Outgoing Documents	X					X									
	30. Access, Disclosure, and Issuance of Documents	X					X									
	31. Records Disposition	X					X									
	32. Records Inventory	X					X									
	General Services Units	X					X									
	33. Security Services	X					X									
	34. Facilities Maintenance						X									
	35. Transportation and Service Vehicle Maintenance	X					X									
Curriculum and Learning Management	1. Curriculum Management and Standards Development (curriculum Management)	X				X										

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AUDIT SCHEDULE

Office	Declared Processes	2024 Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Division (CLMD)																
	2. Learning Delivery Management and Development (Management/contextualization of Teaching-Learning Delivery System)	X				X										
	3. Learning Resource management and Development (Management of Quality Assurance of Learning Resources/Contextualized Learning Resources)	X				X										
	4. Education Assessment and Research	X				X										
	a. Management of Assessment Mechanism Contextualization	X				X										
	b. Assessment Operation	X				X										
	c. Data Analysis and Interpretation	X				X										
	d. Development of Education Research Framework, Design, Procedure, and Instruments	X				X										
	e. Conduct of Research	X				X										
	f. Utilization of Research Data and Information					X										
	5. Unit Performance	X				X										

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

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

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

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

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	22. Design and Development of ICT Solutions	X				X										
	23. Management of ICT Solution (Accounts Administration)	X				X										
	24. Management of ICT Solution (Website Content Uploading)	X				X										
	25. Management of Technology Infrastructure (Local Area Network Administration)	X				X										
	26. Management of Technology Infrastructure (DepeD Computerization Program Support)	X				X										
	27. User Support/Help Desk	X				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				X										
	2. Private Education Regulations and Development									X						
	a. Grant of Permits to Operate and Recognitions	X								X						
	b. Grant of Special Orders of Private Schools/Technical Vocational Institutions (TVI)	X								X						

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

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Quality Workplace Team		Workplace Management	X					X			X			
			X											

Composition of IQA Sub-Teams:

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

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



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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 F. VERUNQUE

Lead Internal Quality Auditor

Date: January 3, 2024

Approved by:

RTA R. DIMAKILING, Ph.D.

Quality Management Representative

Date: January 3, 2024



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