



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

February 2, 2024

OFFICE MEMORANDUM

PPRD-2024- **75**

**CONDUCT OF INTERNAL QUALITY AUDIT TO REMAINING OFFICES
 AND QMS TEAMS**

To: Director III
 Functional Division Chiefs
 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 9001:2025 standards, Internal Quality Audits for all Regional Office Functional Divisions were scheduled in January 2024.
2. The Internal Quality Audit Team (IQAT) reported at the Management Review on February 1, 2024 that some audit schedules were not followed due to the unavailability of the auditee and the audit team members.
3. In this regard, this Office informs all concerned Offices and QMS Teams of the dates of rescheduled audits, and their corresponding assigned audit teams as provided below:

Offices	Assigned Audit Team (Based on the Approved Audit Itinerary)	Dates of Rescheduled Audit
ESSD	Team E (Gary Jay Calipayan)	February 6, 2024
HRDD	Team D (Fe Gerona)	February 5, 2024
ORD	Team F (Elizabeth Caboboy)	February 5, 2024
Admin-Cash Records, Asset Management Sections	Teams C and D (Geraldine Mangaliman and Fe Gerona)	February 5, 2024
QWT		
RMT	Teams B, C, & D (Gerardo Adtoon, Geraldine Mangaliman, Fe Gerona)	February 5, 2024
KMT	Team B (Gerardo Adtoon)	February 6, 2024
Top Management	Team F (Elizabeth Caboboy)	February 6, 2024
TAT	Team D (Fe Gerona)	February 5, 2024

4. The audit team leaders shall submit the complete audit reports to the IQAT for records keeping and inclusion in the file of IQA documented information a day after the audit.

5. All concerned offices shall ensure that the process owners are available during the audit.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

PPRD-RCB

