



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

June 13, 2024

OFFICE MEMORANDUM

QAD-2024- **310**

**ADJUSTED 2024 REGIONAL OFFICE INTERNAL QUALITY AUDIT (IQA)
PROGRAM**

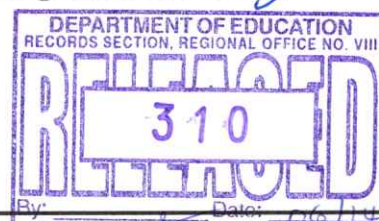
To: Assistant Regional Director
Regional Office Division Chiefs
Regional Office Unit Heads
Regional Office QMS Teams

1. The implementation of the audit plan is affected by the overlapping of activities for the remaining period of the year 2024; hence, this Office announces the adjusted schedule.
2. To ensure that adherence and conformity with the Quality Management System (QMS) and ISO 9001:2015 standards and requirements shall not be compromised, this Office, through the Internal Quality Audit Team (IQAT) led by the Quality Assurance Division (QAD), announces the adjusted 2024 Audit Program, as follows:

Original (Old) Schedule	Adjusted (New) Schedule
May and June 2024	August 2024

3. The reconstitution of audit teams is specified in the attached copy of the Adjusted 2024 Audit Program (Annex A).
4. The Audit Itinerary that specifies the details of the process shall be announced in a separate memorandum.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director



QAD-SST



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

ADJUSTED 2024 AUDIT PROGRAM

AUDITEE NAME & ADDRESS	Department of Education – Regional Office VIII Government Center, Candahug, Palo, Leyte
AUDIT OBJECTIVES	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:	1. Conference room and presentation equipment, as necessary, for entry and exit conference 2. Planning documents, operations manual and other relevant references

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

AUDIT SCHEDULE

Office	Declared Processes	2024 Audit Month												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	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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AUDIT SCHEDULE

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															
	33. Security Services	X										X					
	34. Facilities Maintenance											X					
	35. Transportation and Service Vehicle Maintenance	X										X					



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2024 Audit Month

Office	Declared Processes	2024 Audit Month													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Curriculum and Learning Management Division (CLMD)	1. Curriculum Management and Standards Development (curriculum Management)	X							X						
	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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Office	Declared Processes	2024 Audit Month											
		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				
	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 Program/Project Implementation	X							X				
	2. Project Management	X							X				
Field Technical Assistance Division (FTAD)													



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Office	Declared Processes	2024 Audit Month													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Human Resource Development Division (HRDD)	1. Learning/Professional Development and Management for Teachers and School Leaders	X							X						
		X							X						
	2. Human Resource Management and Development	X							X						
		X							X						
		X							X						
	3. Knowledge Management	X							X						
		X							X						
		X							X						
	b. Management of Learning/PD Programs	X							X						
		X							X						
		X							X						
	c. Quality Assurance of Learning/PD Programs	X							X						
		X							X						
		X							X						
	d. M&E of Learning/PD Programs	X							X						
X								X							
X								X							
e. Management of Scholarship Programs	X							X							
	X							X							
	X							X							
a. Employees Welfare	X							X							
	X							X							
	X							X							
b. Personnel Performance Management	X							X							
	X							X							
	X							X							
c. Professional Development/Learning and Development	X							X							
	X							X							
	X							X							
d. Recruitment, Selection, Placement, and Induction (Teachers, Master Teachers, School heads, Other Positions, Third Level Positions)	X							X							
	X							X							
	X							X							
e. Rewards and Recognition	X							X							
	X							X							
	X							X							



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Policy, Planning, and Research Division (PPRD)	1. Strategic Planning	X							X						
	2. Medium Term Planning	X							X						
	3. Operational Planning								X						
	4. Policy Implementation								X						
	5. Policy Review								X						
	6. Education Statistics Monitoring								X						
	7. Research Management								X						
	8. Data Management								X						
Office of the Regional Director (ORD)	1. Policy Implementation								X						
	2. External Linkage								X						
	3. Management Meetings								X						
	4. Office and Staff Performance Monitoring and Appraisal								X						
	Legal Unit								X						
	5. Policy Review								X						
	6. Investigation and Resolution of Cases								X						
	7. Investigation of complaints against Private School/s for Violation of DepEd Rules								X						
	8. Regulation and Policies.								X						
	9. Issuance of Certificate of No-Pending Case								X						
	10. Public Relations and Assistance.								X						
11. Assistance to the Office of the Solicitor General (OSG)								X							



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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
	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					
	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					



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Quality Assurance Division (QAD)	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				
	1. Organization Management: Management of Public-School Applications in Basic Education (Establishment, Conversion, Naming/Renaming of Schools, Separation of School Annexes)	X							X				
Quality Assurance Division (QAD)	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				
	c. Acknowledgement of Private School (Temporary/Permanent) Closure	X							X				
Quality Assurance Division (QAD)	d. Review And Approval of School Fees of Private Schools	X							X				



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Internal Quality Audit Team (IQAT)	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					
	Management Review	X							X					
Top Management	Internal Quality Audit	X							X					
Knowledge Management Team (KMT)	Documented Information Management								X					
Risk Management Team (RMT)	Risk Management	X							X					
Training and Advocacy Team (TAT)	Training and Advocacy Management	X							X					
Quality Workplace Team (QWT)	Workplace Management	X							X					



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Adjusted Composition of IQA Sub-Teams:

Team Assignment	Names	Team Designation	Team Assignment	Names	Team Designation
Team A	Cesar P. Verunquę	Team Leader	Team D	Marlou D. Camposano	Team Leader
	Melvin Chito M. Solis	Member		Gladys Fabillo	Member
	Geraldine M. Mangaliman	Member		Sarah Cabaluna	Member
Team B	Gerardo L. Adtoon	Team Leader	Team E	Jimmy G. Gula	Team Leader
	Dandy G. Acuin	Member		Gary Jay Calipayan	Member
	Fe Gerona	Member		Ronafe A. Dolo	Member
Team C	Sonny S. Tayum,	Team Leader	Team F	May Ann Ladrera	Member
	Jennylynd D. Daya	Member		Rachel R. Cuevas	Team Leader
	Reynaldo Nayre	Member		Elizabeth Caboboy	Member
				Russel Resco	Member

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.
4. Urmost cooperation is expected from all offices.

Prepared by:

Approved by:

CESAR P. VERUNQUE

RITA R. DIMAKILING. PHD.

Lead Internal Quality Auditor

Quality Management Representative

Date: June 13, 2024

Date: June 13, 2024



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