



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

August 14, 2024

OFFICE MEMORANDUM

QAD-2024- 418

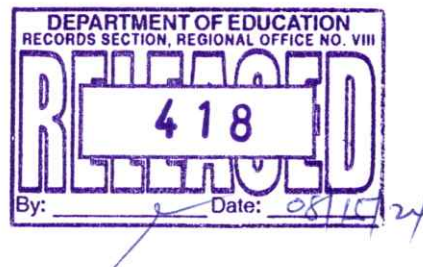
ITINERARY OF THE INTERNAL QUALITY AUDIT (IQA)

To: Director III
Functional Division Chiefs
Quality Management Representatives (QMR)
Quality Management System (QMS) Teams
All Others Concerned

1. Relative to the implementation of the adjusted 2024 Audit Program of DepEd RO8 as stipulated in the Office Memorandum QAD-2024-310 dated June 13, 2024, this Office, through the Internal Quality Audit Team (IQAT) announces the conduct of the audit of all offices on August 19-20, 22-23, 2024 in a “one time, big time” modality.
2. Attached is the approved Audit Itinerary for reference and guidance of all the concerned offices and IQAT members. All Regional Functional Divisions and QMS Teams shall undertake the preparations of all necessary documented information relative to the implementation of office declared processes.
3. All Functional Division Chiefs and section/unit heads are directed to be in their respective offices during the schedule of the audit to ensure that this ISO mandated activity shall be delivered with utmost compliance with the organization requirements.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

QAD-CPV





Republic of the Philippines
Department of Education

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DepEd Regional Office 8																																																					
AUDIT SCHEDULE:	August 19-20, 22-23, 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; and 4. Identify and recommend Opportunities for Improvement. 																																																					
AUDIT CRITERIA:	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements, QCP, and Planning Documents																																																					
LEAD AUDITOR:	Cesar P. Verunque																																																					
MEMBER AUDITORS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Team Assignment</th> <th style="width: 50%;">Names</th> <th style="width: 40%;">Team Designation</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Team A</td> <td>Cesar P. Verunque</td> <td>Team Leader</td> </tr> <tr> <td>Melvin Chito M. Solis</td> <td>Member</td> </tr> <tr> <td>Geraldine M. Mangaliman</td> <td>Member</td> </tr> <tr> <td rowspan="3">Team B</td> <td>Gerardo L. Adtoon</td> <td>Team Leader</td> </tr> <tr> <td>Dandy G. Acuin</td> <td>Member</td> </tr> <tr> <td>Fe Gerona</td> <td>Member</td> </tr> <tr> <td rowspan="3">Team C</td> <td>Sonny S. Tayum,</td> <td>Team Leader</td> </tr> <tr> <td>Jennylynd D. Daya</td> <td>Member</td> </tr> <tr> <td>Reynaldo Nayre</td> <td>Member</td> </tr> </tbody> </table>		Team Assignment	Names	Team Designation	Team A	Cesar P. Verunque	Team Leader	Melvin Chito M. Solis	Member	Geraldine M. Mangaliman	Member	Team B	Gerardo L. Adtoon	Team Leader	Dandy G. Acuin	Member	Fe Gerona	Member	Team C	Sonny S. Tayum,	Team Leader	Jennylynd D. Daya	Member	Reynaldo Nayre	Member	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Team Assignment</th> <th style="width: 50%;">Names</th> <th style="width: 40%;">Team Designation</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Team D</td> <td>Marlou D. Camposano</td> <td>Team Leader</td> </tr> <tr> <td>Gladys Fabillo</td> <td>Member</td> </tr> <tr> <td>Sarah Cabaluna</td> <td>Member</td> </tr> <tr> <td rowspan="4">Team E</td> <td>Jimmy G. Gula</td> <td>Team Leader</td> </tr> <tr> <td>Gary Jay Calipayan</td> <td>Member</td> </tr> <tr> <td>Ronafe A. Dolo</td> <td>Member</td> </tr> <tr> <td>May Ann Ladrera</td> <td>Member</td> </tr> <tr> <td rowspan="3">Team F</td> <td>Rachel R. Cuevas</td> <td>Team Leader</td> </tr> <tr> <td>Elizabeth Caboboy</td> <td>Member</td> </tr> <tr> <td>Russel Resco</td> <td>Member</td> </tr> </tbody> </table>		Team Assignment	Names	Team Designation	Team D	Marlou D. Camposano	Team Leader	Gladys Fabillo	Member	Sarah Cabaluna	Member	Team E	Jimmy G. Gula	Team Leader	Gary Jay Calipayan	Member	Ronafe A. Dolo	Member	May Ann Ladrera	Member	Team F	Rachel R. Cuevas	Team Leader	Elizabeth Caboboy	Member	Russel Resco	Member
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RESOURCE REQUIREMENTS:	<ol style="list-style-type: none"> 1. Office area for the audit activity. 2. Planning documents, operations Manual, and other relevant references. 																																																					

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Document Review Operations Manual, QCP, Planning Documents, CCSS Results, RFAs Issued, Management Review Documents, Risk Monitoring Forms, REDP, and other relevant files of documented information.		All		August 15-16, 2024	All
One Time Opening Program		All RO Division Chiefs and office Representatives, QMS Teams		August 19, 2024; 10:00 - 10:30 AM	All
Top Management, QMR & QMS Secretariat	Leadership & Management Review	Evelyn R. Fetalvero, Ronelo Al K. Firmo. Rita R. Dimakiling, Functional Division Chiefs, QMS Team Chairs and Co-Chairs	5.1, 5.2, 5.3, 9.3	August 19, 2024 10:30-12:00	Team A
PPRD	<ol style="list-style-type: none"> Strategic Planning Medium Term Planning Operational Planning Policy Implementation Policy Review Education Statistics Monitoring Research Management Financial Management Data Management 	Rita R. Dimakiling	Clause 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	August 19, 2024 10:30-12:00	Team-B
KMT	Documented Information Management, Knowledge Management,	Mercedes Sarmiento	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	August 19, 2024 10:30-12:00	Team C
FTAD	<ol style="list-style-type: none"> Organization Management: Organization/Reorganization and Institutionalization of TA Mechanism and Processes Coordination and Linkages – Provision of Technical Assistance to Reporting Project Implementation Management – Technical Assistance/Coaching Implementation Review and Awarding Operationalization of Knowledge Management System 		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		

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Finance Division	<ol style="list-style-type: none"> Budget Preparation, Approval, and Submission through OSBPs Budget Processing and Execution (ORS and BURs Processing) Pre-Audit and Disbursement Budget Accountability and Report Processing Financial Accountability Report Processing Monitoring and Recording of Financial Transactions 	Alma Suyom	6.1, 6.3, 7.1., 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 19, 2024 10:30-12:00	Team-D
RMT	Risk Management	Alma Suyom	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5		
TAT	Training and Advocacy	Harvie D. Villamor	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	August 19, 2024 10:30-12:00	Team-E
HRDD	<ol style="list-style-type: none"> Learning/Professional Development and Management for Teachers and School Leaders <ul style="list-style-type: none"> <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> Human Resource Management and Development <ul style="list-style-type: none"> <i>Employees Welfare</i> <i>Personnel Performance Management</i> <i>Induction Program for Regional Office Personnel and Beginning Teachers</i> <i>d. Rewards and Recognition</i> 		6.1, 6.3, 7.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3,		
CLMD	<ol style="list-style-type: none"> Curriculum Management Management/Contextualization of Teaching-Learning Delivery System 	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,	August 19, 2024 10:30-12:00	Team-F

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	3. Management of Quality Assurance of Learning Resources/Contextualized Learning Resources 4. Management of Assessment Mechanism Contextualization 5. Assessment Operation 6. Data Analysis and Interpretation 7. Development of Education Research Framework, Design, Procedure, and Instruments 8. Conduct of Research 9. Utilization of Research Data and Information 10. Incoming and Outgoing of Documents		10.1, 10.2, 10.3		
First Wash-Up Meeting		N/A	N/A	August 19, 2024 1:00 – 3:00	All
Admin - Asset Management Section	1. Acquisition of Supplies, Materials and Equipment (Purchase Order) 2. Acquisition of Supplies, Materials and Equipment (Job Order) 3. Asset Utilization and Inventory 4. Asset Disposition	Rosemarie Guino Elizabeth Caboboy Eva Rosales Ariem Cinco Apple Reyes Eva Rosales	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	August 20, 2024 10:00 – 12:00	Team A
Admin - Procurement Unit	5. Procurement Planning <ul style="list-style-type: none"> • Procurement Management • Competitive Bidding • Alternative Methods of Procurement • Shopping and Small Value • Repeat Order • Agency to Agency 6. Procurement Monitoring			August 20, 2024 10:00 – 12:00	Team B
Admin- Records Section	7. Publication of Issuance 8. Handling of Incoming Documents 9. Handling of Outgoing Documents 10. Access, Disclosure, and Issuance of Documents <ul style="list-style-type: none"> • Certification, authentication, & Verification (CAV) of School Records 			August 20, 2024 10:00 – 12:00	Team C

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<ul style="list-style-type: none"> Authentication of Documents 11. Records Disposition 12. Records Inventory				
Admin - General Services Units	13. Security Services 14. Housekeeping and Ground Maintenance 15. Transportation and Service Vehicle Maintenance <ul style="list-style-type: none"> Utilization of Transport Services Repair and Maintenance of Service Vehicles Renewal of Insurance and Registration of Service Vehicles 16. Facilities Maintenance <ul style="list-style-type: none"> Payment of utilities Job Requests 				
Admin - Personnel Section	17. Recruitment, Selection, and Placement <ul style="list-style-type: none"> Request for Transfer from One Station to Another Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form Reclassification for School Head and Master Teacher Positions NOSCA for Newly Created Positions 18. Leave Management (Travel abroad, Leave of Absence, and Study Leave) 19. Compensation and Benefits <ul style="list-style-type: none"> Payroll Preparation Application of Monetization of Leave Credits Application for Retirement Application for Terminal Leave Benefits Clearance from Money Accountability and/or Overpayment of Salary Preparation of Notice of Salary Increment Preparation of Notice of Salary Adjustment 		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	August 20, 2024 10:00 – 12:00	Team D

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	20. Provident Fund Loan Application 21. Personnel Records Management <ul style="list-style-type: none"> • Submission of Statement of Assets, Liabilities, and Net worth (SALN) • Issuance of Certificate of Employment and other certifications for various purposes • Issuance of Service Records 22. Personnel Inventory 23. Automatic Payroll Deduction system (APDS) Management <ul style="list-style-type: none"> • Referral Letter to Private Lending Institutions • Verification of Loan Application of DepEd Borrowers under APDS 24. Personnel Performance Management (Consolidation of IPCR) 25. Process on Employee Relation				
Admin - Cash Section	26. Collections and Deposits 27. Disbursements 28. Preparation of ACIC & SLIIAE 29. Control of Accountable Forms 30. Maintenance and Closure of Bank Accounts	Russel Resco	6.1, 6.3, 7.1., 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 20, 2024 10:00 – 12:00	Team E
QAD	1. Organization Management: Management of Public-School Applications in Basic Education <ul style="list-style-type: none"> • Establishment, Conversion, Naming/Renaming of Schools, Separation of School Annexes • Establishment of Stand Alone Senior HS • Additional SHS Offering • Establishment of SHS in Existing Public Schools 2. Private Education Regulations and Development <ul style="list-style-type: none"> • Grant of Permits to Operate and Recognitions 	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	August 20, 2024 9:00 – 10:00	Team F



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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<ul style="list-style-type: none"> Grant of Special Orders of Private Schools/Technical Vocational Institutions (TVI) Acknowledgement of Private School (Temporary/Permanent) Closure Review And Approval of Tuition and Other School Fees of Private Schools Review and Development of Policies of Private Schools 3. Quality Assurance-Monitoring and Evaluation (QAME) of Learning/PD Programs 4. Monitoring and Evaluation (CSW and PIR)				
IQAT	Internal Quality Audit	Cesar Verunque	9.2, 10.2	August 20, 2024 11:00 – 12:00	QMR
Second Wash-Up Meeting		N/A	N/A	August 20, 2024 1:00 – 3:00	All
Office of the Regional Director (ORD)	1. Operational Planning (Review and Approval of Documents) 2. Policy Implementation/ Review <ul style="list-style-type: none"> Dissemination and Contextualization of Policy Monitoring of Policy Implementation Contextualized Implementation of Policy 3. Management Meeting 4. Office and Staff Performance Monitoring and Appraisal 5. Government Assistance Subsidy 6. Receiving/Releasing of Incoming/Outgoing Documents	Evelyn R. Fetalvero, Ronelo Al K. Firmo.	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	August 19, 2024 10:30-12:00	Team A
Office of the Regional Director (ORD) – Legal Unit	1. Investigation and Resolution of Cases 2. Case Records Management 3. Resolution of Request for correction of Entries in School Records 4. Issuance of Certificate of No-Pending Case	Eleanor Calumpiano	6.1, 6.3, 7.1.3, 7.4, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 22, 2024 10:00-12:00	Team A

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	5. Review of Proposed DepEd Policies, Issuances, Agreements, and Other Legal Documents – MOA, MOU, Deed, etc. 6. Provision of Legal Assistance Relating to School Sites 7. Investigation of complaints against Private School/s for Violation of DepEd Rules 8. Public Relations and Assistance. 9. Assistance to the Office of the Solicitor General (OSG)				
Office of the Regional Director – ICT Unit	1. Design and Development of ICT Solutions 2. Management of ICT Solution (Accounts Administration) 3. Management of ICT Solution (Website Content Uploading) 4. Management of Technology Infrastructure (Local Area Network Administration) 5. Management of Technology Infrastructure (Computer Preventive Maintenance) 5. Management of Technology Infrastructure (DepEd Computerization Program Support) 6. User Support/Help Desk	Jim Albert Lagado	6.1, 6.3, 7.1.3, 7.4, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 22, 2024 10:00-12:00	Team B
Office of the Regional Director – PAU	1. Communication Planning, Management, Monitoring and Evaluation 2. Information Management and Dissemination <ul style="list-style-type: none"> • Social Media Management • Incident Report Management 3. Materials Production 4. Media Relations (Press Conferences, Media Interviews) 5. Public Relations and Assistance 6. Monitoring of Customer/Client Satisfaction Survey	Jasmin Calzita	6.1, 6.3, 7.1.3, 7.4, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 22, 2024 10:00-12:00	Team C
ESSD-SPSS and PFS	1. Disaster Risk Reduction Management <ul style="list-style-type: none"> • Contingency Planning Formulation and Enhancement 	Alejandra B. Lagumbay Eden Dadap Ryan Bagon	6.1, 6.2, 6.3, 7.1, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1,	August 22, 2024 9:00 – 11:00	Team- D

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<ul style="list-style-type: none"> • DRRM Information system and Research • Information, Education and Communication (IEC) and Advocacy for Resilience • Learning Continuity and Resilience Interventions • Monitoring and Evaluation of Comprehensive School Safety • Partnership for Strengthening Resilience • Resilience Education <p>2. Infrastructure Management</p> <ul style="list-style-type: none"> • Management of Construction, Repair, Rehabilitation, and Maintenance of Educational Facilities • Inspection/Validation of Accomplishment of BEFF Projects • Evaluation/Assessment of Construction, Repair, Rehabilitation, and Maintenance of Educational Facilities <p>3. External Partnership Management</p> <ul style="list-style-type: none"> • Partnership Development and Management • Commemorative and other Related Events <p>4. Learner Support Management (Program Management- Sports)</p> <p>5. Legal Management (Development and Implementation of DepEd Child Protection Program)</p>		10.1, 10.2, 10.3		
ESSD – Health and Nutrition Section	<p>6. General Service Management</p> <ul style="list-style-type: none"> • Clinic Management 	Alejandra B. Lagumbay Angelica Rodriguez	6.1, 6.2, 6.3, 7.1, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 22, 2024 10:00 – 12:00	Team- E



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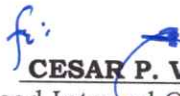


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QWT	Quality Workplace	Rosemarie M. Guino	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	August 22, 2024 10:00 – 12:00	Team- F
Final Wash-Up Meeting		N/A	N/A	August 22, 2024 1:00 – 3:00	All
One Time Closing Meeting		ALL	N/A	August 23, 2024 9:00 – 10:00	ALL


Prepared by:


SONNY S. TAYUM
 Internal Quality Audit Co-Team Leader
 Date: **August 12, 2024**

Reviewed by:


CESAR P. VERUNQUE
 Lead Internal Quality Auditor
 Date: **August 12, 2024**

Approved:


RITA R. DIMAKILING
 Quality Management Representative
 Date: **August 14, 2024**