

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

August 22, 2024

OFFICE MEMORANDUM HRDD-2024- 4 3 6

CONDUCT OF INTER-REGION INTERNAL QUALITY AUDIT

To:

Director III

Regional Functional Division Chiefs

Unit and Section Heads All Others Concerned

- 1. Concerning Memorandum DM-OUHROD-2024-1475, titled "Conduct of Inter-Region Internal Quality Audit for the Regional Offices," this Office informs all concerned personnel of the Inter-Region Internal Quality Audit on September 24 27, 2024.
- 2. The participants in this activity are listed below:

Office/Participants	No. of Participants
Internal Auditors	4
Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED)	2
Top Management	2
Administrative Division	47
Curriculum and Learning Management Division	22
Education Support Services Division	17
Field Technical Assistance Division	4
Finance Division	18
Human Resource Development Division	15
Office of the Regional Director	17
Office of the Assistant Regional Director	3
Policy, Planning, and Research Division	8
Quality Assurance Division	8
Total	167

- 3. All Functional Divisions and QMS Teams shall ensure compliance with the harmonization of documentary requirements.
- 4. For inquiries or concerns, contact Dr. Harvie D. Villamor or Dr. Rita R. Dimakiling, Chief of HRDD and Quality Management Representative, respectively, through hrdd.region8@deped.gov.ph or pprd.region8@deped.gov.ph.





Address: Government Center, Candahug, Palo, Leyte

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Website: region8.deped.gov.ph



- 5. Expenses for the board and lodging of internal auditors and the BHROD-OED personnel, and meals such as lunches and snacks of RO participants shall be charged against ORD Funds, subject to the existing accounting and auditing rules and regulations.
- 6. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

HRDD-DSS





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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2024-1475

TO

ALL REGIONAL DIRECTORS

FROM

WILFREDO E.

Regional Director

Officer-In-Charge, Office of the Undersecretary

Human Resource and Organizational Development, and Administration

SUBJECT

CONDUCT OF INTER-REGION INTERNAL QUALITY AUDIT FOR THE

REGIONAL OFFICES

DATE

: 31 July 2024

DepEd Order No. 009, s. 2021 titled Institutionalization of a Quality Management Sustem (OMS) in the Department of Education aims to integrate the Department's internal processes, upgrade people capacity, ensure consistency in the delivery of quality services, and foster continuous process improvement that will result in enhanced and sustained client satisfaction.

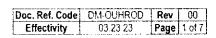
An internal quality audit is needed to provide an objective and consistent evaluation of the established quality management system's effectiveness. As stated in DO No. 009, "an Internal Quality Audit shall be conducted by an office/school at least once a year in conformance to ISO 9001:2015 standards and standards set by the Department."

To ensure the effective and efficient implementation of the Quality Management System (QMS) in conformance with the requirements of ISO 9001:2015 and the National OMS (NOMS) Standards at the Regional Offices (ROs) and its operating units, an Inter-Region Internal Quality Audit for the Regional Offices will be conducted on September 9-27, 2024.

Thus, all Regional Offices, excluding Region IV-A CALABARZON as one of the NQMS Pilot Offices, are requested to undertake the necessary preparations, particularly in ensuring the updating and improvements of their QMS documents to avoid nonconformity.









A program support fund will be downloaded to the respective Regional Offices to cover traveling expenses of the Regional Internal Quality Auditors (IQAs) and other QMSrelated activities, subject to the usual accounting and auditing rules and regulations. Kindly note that the accommodation during the audit shall be charged against the fund of the Regional Office being audited.

Attached are the following annexes, for your guidance:

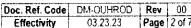
- Annex A: Program Design
- Annex B: List of Internal Auditors
- Annex C: RO Audit Schedule

For questions or concerns, please contact Ms. Chelsie Ann P. Red or Ms. Dorothy Aireen Lipit of the NQMS Secretariat by phone at (02) 8633-5375 or email at ngmssupportadeped.gov.ph.

Thank you.









ANNEX A: Program Design for the Inter-Region Internal Quality Audit

TIME	DAY 1	Day 2	Day 3	Day 4			
8:00 - 9:00	Travel going to venue	Opening Meeting	Quality Assurance	Office of the Regional Director			
9:00 - 10:00 10:00 - 11:00			Division (QAD)	(ORD)			
11:00 - 12:00		Top Management, QMR	Field Technical Assistance Division (FTAD)	IQA's Report Consolidation			
		QMS Teams	Education Support Services Division (ESSD)	Closing Meeting			
12:00 - 1:00		LUNCH BREAK	LUNCH BREAK	LUNCH BREAK			
1:00 - 2:00		Curriculum and Learning	Administrative Service Division	Travel back home			
2:00 – 3:00	Courtesy Call to RO Officials	Management Division	(ASD)				
3:00 - 4:00		(CLMD)					
4:00 - 5:00	Site Tour	Human Resource and Development Division (HRDD)	Finance Division (FD)				
		Policy Planning and Research Division (PPRD)					











Annex B: List of RO Internal Auditors

REGION	NAME							
	Valdez, Juner Windel							
	Gutierrez, Oliver F.							
Region 1	Lalicon , Myla V.							
	Macailing, Maureen M.							
	Guiloy, Ronnie P.							
- · · · · · · · ·	Uy, Camile Grace I.							
Region 2	Pacquing, Ryan R.							
	Qaddoumi, Nor Aldeen E.							
	Culala, Ariel M.							
	Dela Cruz, Anthony S.							
Region 3	Marcos, Edwin T.							
	Paruginog, Zandra Z.							
	Catud, Herminio Jose C.							
	Fernando, Efraim C.							
Region 4-B	Dimaculangan, Feejay A.							
	Mestiola, Arian C.							
	Gimenez, Rosary Ann A.							
	Abogado, Shannon D.							
Region 5	Mendina, Cheenee O.							
	Margallo, Joy B.							
	Iledan, Jude Thaddeus I.							
	Sindingan, Leilanie F.							
Region 6	Dioso, Jingky L.							
	Llave, Ruby T.							
	Elnar, Emiliano Jr. B.							
	Bryant, Merden L.							
Region 7	Paragoso, Sofronio D.							
	Miro, Cynthia S.							
	Gula, Jimmy G.							
	Verunque, Cesar P.							
Region 8	Cuevas, Rachel R.							
	Solis, Melvin Chito M.							
	Daligdig, Romeo M.							
	Tubongbanua, Norvina A.							
Region 9	Ceniza, Iris Faye D.							
	Catalan, Filma B.							
	Ortega, Edith L.							
	Pelagio, Reinante Noel N.							
Region 10	Base, Lita P.							
	Ebisa, Enerio E.							







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	Bilbao, Shemelyn G.							
Deview 11	Pitulan, Lorenza C.							
Region 11	Bañados, April P.							
	Mercado, Ronnie S.							
	Bisnar, Glenn A.							
D -1 - 10	Valeroso, Norman S.							
Region 12	Villa, Cheryl P.							
	Poblador, Michael A.							
	Linog, Bernabe L.							
CARAGA	Villareal, Marlyne M.							
CARAGA	Mendoza, Edmund D.							
	Miolata, Jessa							
	Lim, Jingle A.							
WOD	Macabando, Yassema C.							
NCR	Martin, Lydia L.							
	Vicencio, Leah Ailah							
	Flora, Vanessa B.							
-	Yago-an, Jumar B.							
CAR	Payang, Melandro L.							
	Bumanghat, Joane S.							





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Annex C: RO Audit Schedules with NQMS Secretariat

(M) Sept. 17 (T) Sept. 18 (W)	Sept. 16	Sept. 14	(F)	Sept. 13	(Th)	Sept. 12	(W)	Sept. 11	(1)	Sept. 10	Sept. 9 (M)	Date	Auditee
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4 CAR +2 OED 17 travel 18-19 audit												o	Region
4 RO 11 + 2 OED 17 travel 18-19 audit												Q4	Region
+ 2 OED 16 travel 17-18 audit 19 audit report +	4 RO 6											g	Region
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CARAGA + 2 OED 17travel												t	Region
4 RO 4B + 2 OED 17travel 18-19												:	Region
												ļ.	Region
				back	travel	report +	audit	11-12	10 travel	4 RO 7		Þ	CARAG
													NCR
			+ travel back	report	audit	13	11-12	travel	10	4 RO 3			CAR







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DepED	Sept. 27 (F)	(****)	(Th)	Sont Of	(W)	Sept. 25		(T)	Sept. 24	(M)	techt a		Sept. 20 (F)	Sept. 19 (Th)	bace	Auditee
Room 1 Telepho																Region 1
Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549													back	20 audit report + travel		Region 2
g, DepEd Compl 86337206, (+63													back	20 audit report + travel		Region 3
ex, Meralco Av (2) 86318494, (-													back	20 audit report + travel		Region 4B
e., Pasig City 16 1632) 86366549														travel back		Region 5
ō																Region 6
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ROD Rev	back	travel	report +	27 audit	audit	25-26	24 travel	+2 OED	4 RO 5							Region 8
00																Region 9
														18-19 audit 20audit		Region 10
													travel back	audit 20audit report +		Region 11
	travel back	report +	27audit	audit	25-26	travel	24	+2 OED	4 RO10							Region 12
																CARAG A
	back	travel	report +	27audit -	audit	25- 26	24travel	+2 OED	4 RO 2							NCR
The same of																CAR

