



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

August 22, 2024

OFFICE MEMORANDUM

HRDD-2024- **436**

CONDUCT OF INTER-REGION INTERNAL QUALITY AUDIT

To: Director III
 Regional Functional Division Chiefs
 Unit and Section Heads
 All Others Concerned

- 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.
- 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

- All Functional Divisions and QMS Teams shall ensure compliance with the harmonization of documentary requirements.
- 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.



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.

FA
EVELYN R. FETALVERO CESO IV
Regional Director *gr*

HRDD-DSS





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. CABRAL**
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 System (QMS) 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 QMS (NQMS) 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 QMS-related 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 Airen Lipit of the NQMS Secretariat by phone at (02) 8633-5375 or email at nqmssupport@deped.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	<i>Travel going to venue</i>	Opening Meeting	Quality Assurance Division (QAD)	Office of the Regional Director (ORD)
9:00 – 10:00				
10:00 – 11:00				
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
1:00 – 2:00		Curriculum and Learning Management Division (CLMD)	Administrative Service Division (ASD)	<i>Travel back home</i>
2:00 – 3:00	Courtesy Call to RO Officials			
3:00 – 4:00				
4:00 – 5:00	Site Tour		Finance Division (FD)	
		Human Resource and Development Division (HRDD)		
		Policy Planning and Research Division (PPRD)		

Annex B: List of RO Internal Auditors

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

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

Annex C: RO Audit Schedules with NQMS Secretariat

Auditee Date	Region 1	Region 2	Region 3	Region 4B	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10	Region 11	Region 12	CARAG A	NCR	CAR
Sept. 9 (M)									4 RO 12 + 2 OED 9 travel 10-11 audit						
Sept. 10 (T)	4 NCR + 2 OED 10 travel					4 RO 8+ 2 OED 10 travel 11-12 audit							4 RO 7 + 2 OED 10 travel 11-12 audit		4 RO 3 + 2 OED 10 travel 11-12 audit
Sept. 11 (W)	11-12 audit					11-12 audit			12audit report + travel back						13 audit
Sept. 12 (Th)	13 audit report + travel back					13 audit report + travel back							13 audit report + travel back		13 audit report + travel back
Sept. 13 (F)															
Sept. 14 (S)															
Sept. 15 (Sat)															
Sept. 16 (M)					4 RO 6 + 2 OED 16 travel 17-18 audit										
Sept. 17 (T)		4 RO 1 + 2 OED 17 travel 18-19 audit	4 CAR + 2 OED 17 travel 18-19 audit	4 RO 11 + 2 OED 17 travel 18-19 audit						4 CARAGA + 2 OED 17travel	4 RO 4B + 2 OED 17travel 18-19				
Sept. 18 (W)					19 audit report +										



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Auditee	Region 1	Region 2	Region 3	Region 4B	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10	Region 11	Region 12	CARAG A	NCR	CAR
Date															
Sept. 19 (Th)		20 audit report + travel back	20 audit report + travel back	20 audit report + travel back	travel back					18-19 audit 20audit report + travel back	audit 20audit report + travel back				
Sept. 20 (F)															
Sept. 23 (M)															
Sept. 24 (T)							4 RO 9 +2 OED 24 travel 25-26 audit	4 RO 5 +2 OED 24 travel 25-26 audit						4 RO 2 +2 OED 24travel 25- 26 audit	
Sept. 25 (W)															
Sept. 26 (Th)							27 audit report + travel back	27 audit report + travel back						27audit report + travel back	
Sept. 27 (F)															