



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

September 6, 2024

OFFICE MEMORANDUM

HRDD-2024- **457**

INTER-REGION INTERNAL QUALITY AUDIT ITINERARY

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

- Concerning Office Memorandum No. 436, s. 2024, attached is the **Inter-Region Internal Quality Audit Itinerary** on September 24 – 27, 2024.
- For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, through **pprd.region8@deped.gov.ph**.
- Immediate dissemination of and compliance with this Memorandum are desired.

ff
EVELYN R. FETALVERO CESO IV
Regional Director

HRDD-DSS





Republic of the Philippines
Department of Education

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DEPARTMENT OF EDUCATION – Regional Office VIII Government Center, Candahug, Palo, Leyte
AUDIT SCHEDULE:	September 24-27, 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. Reassess the Conformity to the established QMS; 2. Reevaluate its effectiveness; and 3. Identify Opportunities for Improvement
AUDIT CRITERIA:	ISO 9001:2015, Customer, Legal, Organization requirements
TEAM LEADER:	Joy B. Margallo (JBM) – Team 1
MEMBER AUDITORS:	Shannon Abogado (SDA) - Team 2 Cheenee O. Mendina (COM) – Team 1 Rosary Ann A. Gimenez (RAAG) – Team 2
RESOURCE REQUIREMENTS:	Conference Room, Laptop, Overhead Projector, Accommodation, Meals, Transportation

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Day 1 : September 24, 2024 - Courtesy Call to RO Officials and Site Tour					
Day 2 : September 25, 2024					
Opening Meeting		All Auditees		8:00-8:30	Audit Team
Top Management	PAWIM-P-001 Plan Formulation, Performance M&E	RD, ARD, QMR	4.1, 4.2, 4.4, 5.1 – 5.3, 9.1, 9.3, 10.1, 10.3	8:30-9:30	Audit Team
QMS Teams	PAWIM-P-002	RMT	6.1-6.3, 7.5.1, 8.1, 9.1.1, 9.1.3	9:30-11:00	Team 1
	PAWIM-P-003	IQAT	9.2.1, 9.2.2		
	PAWIM-P-005 PAWIM-M-004	KMT	7.1.2, 7.2, 7.5, 8.1, 10.1-10.3	9:30-10:30	Team 2
	PAWIM-P-007	TAT	7.2, 7.3, 8.1, 9.1.1, 9.1.3, 10.3	11:00-12:00	Team 1
	Implementation of 5S	QWT	7.1.3, 7.1.4, 8.1, 9.1.1	10:30-11:30	Team 2



Address: Room 416 4th Floor Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City,
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Website: <https://www.deped.gov.ph>

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Department of Education

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Wash up				11:30-12:00	Audit Team
Lunch Break					
CLMD	Curriculum Mngt & Standard Devt, Learning Delivery Mngt and Devt, Learning Resource Mngt and Devt, Education Assessment and Research	CES, EPS, LRMDS	4.1-4.4, 6.1-6.3, 7.1.5, 7.5.1, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1-10.3	1:00-3:30	Team 1
PPRD	Plan Formulation, Policy Implementation and Review, Research Mngt. Data Information Mngt	CES, PO III, EPS	4.1, 4.2, 6.1-6.3, 7.5.1, 8.1, 8.2, 8.5.2, 8.5.4, 8.6, 8.7	1:00-2:00	Team 2
ESSD	Disaster Risk Reduction and Management, External Partnership, Clinic Management, Infrastructure Management, Program Management, Development and Implementation of DepEd Child Protection Programs, Sites Titling and	CES, PDO IV, MO IV, Dentist III, ENGR III, ND II, PDO II	4.1-4.4, 6.1-6.3, 7.1.4, 7.5.1, 7.1.5, 8.1, 8.2, 8.4, 9.1, 10.1-10.3	2:00-4:30	Team 2



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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	oversight of DepEd school sites				
FTAD	Organizational Development, Project Management, Knowledge Management	CES, EPS	4.1-4.4, 6.1- 6.3, 7.5.1, 8.1, 8.2, 8.5, 8.6, 8.7 9.1.1, 9.1.3, 10.1, 10.3	3:30-4:30	Team 1
Wash up				4:30-5:00	Audit Team
Day 3 : September 26, 2024					
HRDD	Learning / Professional Devt and Management for Teachers and School Leaders, Human Resource & Devt	CES, EPS, SEPS	4.1-4.4, 6.1- 6.3, 7.1.2, 7.2, 7.5.1, 8.1, 8.2, 8.5, 9.1.1, 9.1.3, 10.1 10.3	8:00-10:30	Team 1
QAD	Monitoring & Evaluation of Learning/PD Programs, Organization Management, Private Education Regulations and Development, Review and Approval of Tuition and other Fees Increase and Proposed New Fees of Private Schools	CES, EPS	4.1-4.4, 6.1- 6.3, 7.1.5, 7.2, 7.5.1, 8.5, 8.6, 8.7, 9.1, 10.1 – 10.3	8:00-9:30	Team 2



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Office to be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Finance Div & Cash Section	Financial Management	CAO, SAO, Accountant III	4.1-4.4, 6.1- 6.3, 7.1.1, 7.5.1, 8.1-8.2, 8.5, 8.6, 8.7 9.1.1, 10.1- 10.3	10:30-12:00	Team 1
ADS-Procurement & Asset Mgmt Section	Procurement Management, Asset Management	AO IV, Process Owner	7.2, 7.5.1, 8.4, 8.5, 8.6, 8.7, 9.1.1	9:30-12:00	Team 2
Personnel	Human Resource Mgmt and Devt	AO V	7.1.2, 7.2, 7.5.1, 8.1, 9.1.1, 9.1.3, 10.1 – 10.3	1:00-3:00	Team 1
AD-Records	Records Management, PAWIM –P-004	AO V	7.5.3, 7.1.1, 7.1.2, 7.2, 7.5.1, 8.5, 8.6 9.1.1, 10.1 – 10.3	1:00-3:00	Team 2
Payroll-PSU, and Admin CAO	Automatic Payroll Deduction System (APDS) Management	CAO, SAO, Accountant	6.1-6.3, 7.1.2, 7.2, 7.5.1, 9.1.1 & 9.1.3, 10.1 10.3	3:00-4:00	Team 1
GSU	General Services Management	AO IV	6.1-6.3, 7.5.1, 8.1-8.2, 8.4, 8.5, 9.1.1, 9.1.3, 10.1- 10.3	3:00-4:00	Team 2
Wash up					
Day 4 : September 27, 2024					
PAU	Public Affairs Management,	AO V	6.1-6.3 7.3, 7.4,	8:00-9:00	Team 1



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	PAWIM-P-008		7.5.1 7.1.5, 9.1 10.1-10.3		
Legal	Legal Management	Attorney IV	6.1-6.3, 7.1.2, 7.2, 7.5.1, 8.5, 8.6, 8.7 9.1.1	8:00-9:00	Team 2
ICT	ICT Management	ITO I	7.1.3, 7.4, 8.5, 8.6, 8.7		
Finalization of the Audit Report				9:00-10:00	Audit Team
Closing Meeting		All Auditees		10:00	Audit Team

Prepared by:


JOY B. MARGALLO
 Audit Team Leader

Date:

Reviewed by:


DOROTHY AIREEN B. LIPIT
 Lead Internal Quality Auditor

Date:

Approved:


USEC. WILFREDO E. CABRAL
 Quality Management Representative

Date:



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

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.



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

