



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

July 3, 2020

**OFFICE MEMORANDUM**

No. **251**, s. 2020

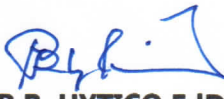
To: Director III  
Regional Office Division Chiefs  
Section/Unit Heads  
All Others Concerned

**CAPACITY BUILDING ON REMOTE AUDIT FOR SURVEILLANCE READINESS AND  
CAPACITY BUILDING ON IMPLEMENTING INTERNAL AUDIT FOR  
PROCESS QUALITY REVIEW TEAM**

1. In preparation for the 2<sup>nd</sup> ISO 9001:2015 Surveillance Audit, this Office shall conduct a **Capacity Building on Remote Audit for Surveillance Readiness and Capacity Building on Implementing Internal Audit for Process Quality Review Team** on **July 6-10; 13-17; 20; 22-23; 27; 29; and August 13-14, 2020** at NEAP Training Hall 1, DepEd Regional Office No. VIII, Government Center, Candahug, Palo, Leyte.
2. The objectives of the activities are as follows:
  - 2.1 Conduct reviews and validation of documented information and completion of gap findings;
  - 2.2 Prepare recommendations for final preparations for ISO 9001:2015 Surveillance Audit;
  - 2.3 Enable the PQR Team to produce an improved Policies and Procedures with forms and templates for the implementation of internal audit; and
  - 2.4 Ensure preparedness for the 2<sup>nd</sup> Surveillance Audit.
3. Attached are the copy of the Schedule of Activities and the list of the required participants.
4. The identified participants are expected to bring laptop during the duration of the training and are advised to observe precautionary measures such as wearing of facemasks and to maintain physical distancing during their attendance to these activities.
5. Meals and snacks will be provided for and shall be charged against Regional Fund subject to the usual accounting and auditing rules and regulations.



6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

FTAD-GMM



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

**Proposed Activities for the ISO 9001:2015 Quality Management  
 System Second Surveillance Audit**

Date	Activity	Required Participants
June 22-30, 2020	Procurement for the Technical Assistance and Capability Building activities	CBT
July 1-3, 2020	RFQ	BAC
July 6, 2020	PO	Asset Management Unit
<b>A. Capacity Building on Remote Audit for Surveillance Readiness</b>		
July 6, 2020	Capacity Building on Control of Documented Information Remote Audit	DIT, QMR
July 8, 2020	Capacity Building on ICT Readiness for Remote Audit	QMR, ICT, DIT
July 13, 2020	Capacity Building on Remote Audit	Top Management, QMR, Selected RO personnel
July 14, 2020	Capacity Building on Top Management and QMR Readiness for Remote Audit- Part I	Top Management, QMR
July 15-17, 2020	Conduct of Simulation Audit- Part I	QMTs, RO personnel
	Development and Discussion of Assessment Findings	Top Management, QMTs, RO personnel
July 23, 2020	Conduct of Simulation Audit-Part II	Top Management, QMTs, RO personnel
July 27, 2020	Conduct of Guided Special Management Review	Top Management, QMR
July 29, 2020	Conduct of Top Management and QMR Readiness for Remote Audit- Part II	Top Management, QMR



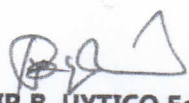


	Conduct of Logistical Preparation for Surveillance Audit	Top Management, QMR, RO personnel
August 3-7, 2020	Compliance to assessment findings	Top Management, QMR, RO personnel
August 13, 2020	Proposed dates for the 2nd surveillance audit	Top Management, QMR, RO personnel
<b>B. Capacity Building on Implementing Internal Audit for PQR Team</b>		
July 6, 2020	Conduct of Capacity Building on Developing CAR-Service Realization	PQR
July 7, 2020	Conduct of Lecture on Auditing Concepts and Guidelines	PQR
July 8-9, 2020	Conduct of Coaching Sessions for the Development of Revised PQR Procedure	PQR
July 10, 2020	Conduct of Coaching Sessions for the Preparation of Process Quality Review	PQR
July 20, 2020	Conduct of Coaching Sessions on the CAR issuance and monitoring	PQR
July 22, 2020	Conduct of Coaching Sessions on the following PQR processes:	PQR
	Preparation of Top Management Report	
	Implementation of PQR Evaluation	

Prepared by:

  
**HARVIE D. VILLAMOR EdD**  
 QM Representative

Noted:

  
**RAMIR B. UYTICO EdD, CESO IV**  
 Director IV



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

LIST OF PARTICIPANTS		
TOP MANAGEMENT:		
Functional Division Chiefs/Section/Unit Heads		
QUALITY MANAGEMENT TEAM (QMT)		
Team Leader: Dr. Harvie D. Villamor		
Atty. Eleanor E. Calumpiano	Dr. Josemilo P. Ruiz	Ms. Eva D. Rosales (QMR)
Dr. Rosemarie M. Guino	Dr. Ryan R. Tiu	Ms. Jasmin F. Calzita (QMR)
DOCUMENT INFORMATION TEAM (DIT)		
Dr. Isidro C. Catubig	Mr. Gerald Christopher A. Villegas	Mr. Vicente G. Villacorte
Ms. Alma E. Suyom	Mr. John E. Catimbang	Mr. Leo M. Dizon
M. Amenia C. Aspa	Ms. Chona O. Zabala	Ms. Primitiva B. Boco
Mr. Mark Lito B. Gallano	Ms. Wedlyn P. Abalorio	
Mr. Jim Albert A. Lagado	Dr. John L. Delorino	
Mr. Mikko S. Duero	Dr. Jimmy G. Gula	
Mr. Romar C. Dianito	Ms. Adara Lourdes S. Luaton	
PROCESS QUALITY REVIEW TEAM (PQRT)		
Team Leader: Rita R. Dimakiling		
Sonny S. Tayum	Remedios L. Alejandro	Russel L. Resco
Marlou D. Camposano	Reynaldo E. Nayre	Leonardo A. Cordova
Gerardo L. Adtoon	Glady's J. Fabillo	Kathrine Rae A. Cromente
Alejandra B. Lagumbay	Sarah S. Cabaluna	Jennylynd D. Daya
Fe M. Gerona	Teodorico C. Pelino, Jr.	Geraldine M. Mangaliman
Gary Jay N. Calipayan	Elizabeth E. Caboboy	
Ronafe T. Aganap	Dandy G. Acuin	

