



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

5201


12 May 2023

OFFICE MEMORANDUM
QAD-IQAT-2023- 272

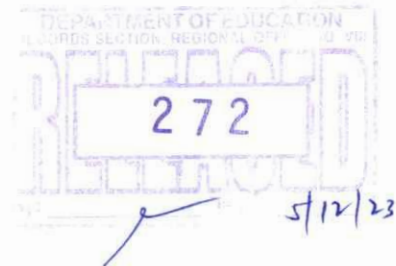
NOTICE OF INTERNAL QUALITY AUDIT (IQA) TEAM MEETING

To: Internal Quality Audit (IQA) Team Members
Regional Office Division Chiefs
All others concerned

1. In preparation for the first round implementation of the Regional Office Audit Program for 2023 as stipulated in the Office Memorandum No. 266, s. 2023, a Pre-Audit Meeting for all IQA Team Members shall be conducted on May 22, 2023, 1:00 pm at the ISO Office.
2. The objectives of the said meeting are as follow:
 - a. discuss the details of the audit itinerary.
 - b. present and discuss the applicable clauses and QMS requirements as audit criteria;
 - c. review the office Operations Manual for reference; and
 - d. prepare Audit Checklist.
3. For information and guidance.


EVELYN R. FETALVERO, CESO IV
Regional Director 

QAD/CPV



Address: Government Center, Candahug, Palo, Leyte
Telephone Nos.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-002	Rev	00
Effectivity	09.20.21	Page	1 of 1



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

May 9, 2023

OFFICE MEMORANDUM

QAD-2023- 266

INTERNAL QUALITY AUDIT (IQA) SCHEDULE FOR THE MONTH OF MAY 2023

To: Internal Quality Audit (IQA) Team Members
Quality Management Representative (QMR)
Regional Office Division Chiefs
All Others Concerned

1. In reference to the DepEd RO 8 Audit Program for 2023, Annex A of Regional Memorandum No. 105, s. 2023, this Office, through the Quality Assurance Division (QAD), informs all concerned that the first round Internal Quality Audit (IQA) is scheduled on May 23, 2023.
2. The RO Divisions with the corresponding declared processes to be audited and the IQA Team assignment are indicated in the Audit Itinerary as enclosure to this memorandum.
3. To comply with the Quality Management System requirements, all concerned RO Division Chiefs and Heads of Units/Section are advised to give priority attention to the above-cited activity as part of the organization's preparation for the upcoming ISO external audit.
4. For information and guidance.


EVELYN R. FETALVERO, CESO IV
Regional Director

QAD-CPV





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

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DepEd Regional Office 8 Functional divisions						
AUDIT SCHEDULE:	May 23, 2023						
AUDIT SCOPE:	<input type="checkbox"/> Management Process <input checked="" type="checkbox"/> Core Process <input checked="" type="checkbox"/> Support Process						
AUDIT OBJECTIVES:	1. Assess the Conformity to the Established QMS. 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.						
AUDIT CRITERIA:	ISO 9001:2015, QMS, Office Operations Manual, Rules and Policies						
LEAD AUDITOR:	Cesar P. Verunque						
MEMBER AUDITORS:	Team Assignment	Names	Team Designation	Team Assignment	Names	Team Designation	
	Team A	Marlou D. Camposano	Team Leader	Team D	Fe Gerona	Team Leader	
		Jimmy G. Gula	Member		Gladys Fabillo	Member	
		Melvin Chito M. Solis	Member		Kathrine Mae Cromente	Member	
	Team B	Gerardo L. Adtoon	Team Leader	Team E	Gary Jay Calipayan	Team Leader	
		Rachel R. Cuevas	Member		Ronafe A. Dolo	Member	
		Sonny S. Tayum,	Member		May Ann Ladrera	Member	
	Team C	Geraldine M. Mangaliman	Team Leader	Team F	Elizabeth Caboboy	Team Leader	
		Reynaldo Nayre	Member		Russel Resco	Member	
		Dandy G. Acuin	Member		Jenny Lind D. Daya	Member	
		Sarah Cabaluna	Member				
	RESOURCE REQUIREMENTS:	Venue for the entry and exit conference.					
	Opening Meeting	May 23, 2023; 9:00-9:30 AM					



Address: Government Center, Candahug, Palo, Leyte

File	PAWIM-F-008	Rev	00
	09.20.21	Page	1 of 6

Telephone Nos.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: <https://region8.deped.gov.ph>

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Administrative Division		Dr. Alejandrito Yman			
<i>Procurement Unit</i>	Procurement Planning	Franco Villamor	Clause 8.4	May 23, 2023 9:30-12:00	Team A
	Competitive Bidding				
	Alternative Methods of Procurement				
	Repeat Order				
	Agency-to-Agency				
<i>Cash Section</i>	Collections and Deposits	Russel Resco	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 9:30-12:00	Team B
	Disbursements				
	Preparation of ACIC & SLIAE				
	Control of Accountable Forms				
	Maintenance And closure of Bank Accounts				
Curriculum and Learning Management Division (CLMD)	Curriculum Management and Standards Development (curriculum Management)	Dr. Harvie Villamor	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 9:30-12:00 1:00 – 2:30	Team D
	Learning Delivery Management and Development (Management/ contextualization of Teaching-Learning Delivery System)				
	Education Assessment and Research				



Address: Government Center, Candahug, Palo, Leyte

Code	PAWIM-F-008	Rev	00
Date	09.20.21	Page	2 of 6

Telephone Nos.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Management of Assessment Mechanism Contextualization				
	Assessment Operation				
	Data Analysis and Interpretation				
	Development of Education Research Framework, Design, Procedure, and Instruments				
	Conduct of Research				
	Utilization of Research Data and Information				
	Unit Performance				
Education Support Services Division (ESSD)	Disaster Risk Reduction and Management	Dr. Rosemarie Guino	Clauses 8.1, 8.2, 8.5, 8.6, 8.7, 7.1.5.2	May 23, 2023 9:30-12:00 1:00 – 2:00	Team C
	External Partnership Management				
	Learner Formation				
	Infrastructure Management				
	General Service Management (Clinic Management)				
	Learner Support Management				
	Learner Rights and Protection				



Address: Government Center, Candahug, Palo, Leyte

File	PAWIM-F-008	Rev	00
Page	09.20.21	Page	3 of 6

Telephone Nos.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: https://region8.deped.gov.ph

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Legal Management				
Office of the Regional Director (ORD)					
<i>Legal Unit</i>	Policy Implementation	Atty. Eleanor Calumpiano	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 9:30-12:00 1:00 – 2:00	Team E
	Policy Review				
	Management Meetings				
	Office and Staff Performance Monitoring and Appraisal				
	Investigation and Resolution of Cases				
	Investigation of complaints against Private School/s for Violation of DepEd Rules				
	Regulation and Policies; Issuance of Certificate of No-Pending Case				
	Public Relations and Assistance; Assistance to the Office of the Solicitor General (OSG)				
	Resolution of Request for correction of Entries in School Records				
	Issuance of Certificate of No Pending				



Address: Government Center, Candahug, Palo, Leyte

Code	PAWIM-F-008	Rev	00
Date	09.20.21	Page	4 of 6

Telephone Nos.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Administrative Cases				
	Case Records Management				
	Review and Approval of contracts/Agreements/Other Legal Documents				
<i>Public Affairs Unit (PAU)</i>	Communication Planning, Management, Monitoring, and Evaluation Information Management and Dissemination	Ms. Jasmin Calzita	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 9:30-12:00	Team F
	Materials Production				
	Media Relations				
	Public Relations and Assistance				
	Monitoring of Citizen/Client Satisfaction Survey				
<i>Information Communication and Technology Unit (ICTU)</i>	Design and Development of ICT Solutions	Mr. Jim Albert Lagado	Clauses 8.1, 8.2, 8.5, 8.6, 8.7	May 23, 2023 1:00-3:00 PM	Team B
	Management of ICT Solution (Accounts Administration)				
	Management of ICT Solution (Website Content Uploading)				
	Management of Technology				



Address: Government Center, Candahug, Palo, Leyte

File No.	PAWIM-F-008	Rev	00
Date	09.20.21	Page	5 of 6

Telephone Nos.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Infrastructure (Local Area Network Administration)				
	Management of Technology Infrastructure (DepEd Computerization Program Support)				
	User Support/Help Desk				

Prepared by:



SONNY S. TAYUM

Audit Co-Team Leader

Date: May 9, 2023

Reviewed by:

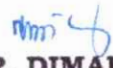


CESAR P. VERUNQUE

Lead Internal Quality Auditor

Date: 5/9/23

Approved:



RITA R. DIMAKILING Ph.D.

Quality Management Representative

Date: May 9, 2023



Address: Government Center, Candahug, Palo, Leyte

File	PAWIM-F-008	Rev	00
Page	09.20.21	Page	6 of 6

Telephone Nos.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>