



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

June 15, 2023

OFFICE MEMORANDUM

PPRD-2023- **355**

**AUDIT ITINERARY OF THE INTER-REGION AUDIT FOR
 DEPED REGIONAL OFFICE VIII**

To: Director III
 Regional Functional Division Chiefs and Unit and Section Heads
 Quality Management Representatives
 Chairperson, Co-Chairperson, and Members of QMS Teams
 QMS Secretariat
 Process Owners per Functional Division
 All Others Concerned

1. Attached is the Audit Itinerary during the Inter-Region Internal Quality Audit for the Office scheduled on June 21-23, 2023, for reference and guidance. All Regional Functional Divisions, Unit/Sections, and Quality Management System Teams in the Regional Office are enjoined to undertake the necessary preparations for the conduct of the said activity based on the audit scope, resource requirements, identified declared processes, and applicable clauses.

2. Immediate dissemination of and strict compliance with this Memorandum are desired.

for:

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EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

NQMS

PPRD-TCPJ





Republic of the Philippines
Department of Education

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	Department of Education Regional Office VIII Government center, Candahug, Palo, Leyte 6501
AUDIT SCHEDULE:	June 21-23, 2023 (Audit Proper)/ June 14-16, 19-20, 2023 (Document Review)
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. Evaluate the conformity of the organization to the ISO 9001:2015 requirements, laws, and regulations 2. Assess the conformity of the documented information to the established QMS 3. Evaluate the effectiveness of QMS 4. Identify and recommend Opportunities for Improvement
AUDIT CRITERIA:	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements
LEAD AUDITOR:	Feejay A. Dimaculangan (FAD)
MEMBER AUDITORS:	Laurente A. Samala (LAS) Herminio Jose C. Catud (HJCC) Freddie Rey R. Ramirez (FRRR)
RESOURCE REQUIREMENTS:	<ol style="list-style-type: none"> 1. Service vehicle, board and lodging, conference room and presentation equipment for entry and exit conference 2. Planning documents, operations manual and other relevant references

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Document Review SWOT, REDP, Risk and Opportunity Registry, Risk Monitoring Form, OPCRf, Management Review Documents such as minutes and notices, Operations Manual, QCPs, M & E Tools, CCSS results, RFAs, and necessary MOVs such as accomplished forms/templates.		All	N/A	June 14-16, 19-20, 2023	ALL
Opening Program		All	N/A	June 21, 2023/ 10:00-10:30 AM	ALL
Top Management, QMR & QMS Secretariat PPRD	Leadership & Management Review REDP	RD, QMR, Secretariat, PPRD CES & Planning Officer	5.1, 5.2, 5.3, 9.3	June 21, 2023/ 10:30-12:00 NN	ALL
QMS Teams (RMT, KMT, TAT & QWT)	Risk Management, Documented Information Management, Knowledge Management, Training and Advocacy, & Quality Workplace	QMS Core Team Leaders/ members	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	June 21, 2023/ 1:00-3:00 PM	LAS, FAD

Address: Room 416 4th Floor Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila

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Certificate No. PMP QMS
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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Office of the Regional Director (ORD, OARD, Legal Unit, ICT Unit, & PAU)	Legal Management & ICT Management	ICTU, PAU and LU personnel,	6.1, 6.3, 7.1.3, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	June 22, 2023/ 8:00-10:00 NN	LAS, FAD
HRDD	Learning/Professional Development and Management for Teachers and School Leaders, & Human Resource Management and Development	CES, ES, SEPS, EPS II, ADAS	6.1, 6.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	June 21, 2023/ 1:00-3:00 PM	HJCC, FRRR
PPRD	Data Information Management and Research Management	CES, ES, Planning Officer, EPS II, ADAS I	6.1, 6.3, 7.1.1, 7.5.3, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	June 21, 2023/ 3:00-4:00 PM	LAS, FAD
CLMD	Curriculum Management, Management/ Contextualization of Teaching-Learning Delivery Systems, Management of Quality Assurance of Learning Resources/ Contextualized Learning Resources, Education Assessment and Research	CES, ES, ADAS, Librarian, TAS	6.1, 6.3, 7.1, 7.3, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	June 22, 2023/ 8:00-12:00 NN	HJCC, FRRR
FTAD	Organization Management & Project Management	CES, ES, ADAS	6.1, 6.3, 7.1.5, 7.1.6, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	June 21, 2023/ 3:00-4:00 PM	HJCC, FRRR
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, ES, ADAS I	6.1, 6.3, 7.5.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	June 22, 2023/ 10:00-12:00 AM	LAS, FAD
ESSD	Disaster Risk Reduction and Management, External Partnership, Clinic Management,	CES, MO IV, Dentist, Dietician,	6.1, 6.2, 6.3, 7.1, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1,	June 22, 2023/ 1:00-3:00 NN	HJCC, FRRR

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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Infrastructure Management, Program Management, Development and Implementation of DepEd Child Protection Programs, Sites Titling, and oversight of DepEd school sites	Engineers, PDOs, ADAS I	10.1, 10.2, 10.3		
ASD (Asset Management Section, Personnel Section, Records Section, General Services Unit, & Procurement Unit)	Asset Management, Human Resource Management and Development, Records Management, General Services Management, Procurement Management, Automatic Payroll Deduction System (APDS) Management	CAO, SAO, AOs, ADAs, TCS, Outsourced personnel, JOs	6.1, 6.3, 7.1.2, 7.1.3, 7.1.5, 7.2, 7.5.1, 7.5.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	June 22, 2023/ 1:00-4:00 PM	LAS, FAD
Finance Division & Cash Section	Financial Management	CAO, SAO, Accountants, Budget Officers, ADAS, AOs	6.1, 6.3, 7.1, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	June 22, 2023/ 3:00-4:00 PM	HJCC, FRRR
Wash-up Meeting		N/A	N/A	June 21, 2023/ 4:00-5:00 PM June 22, 2023/ 4:00-5:00 PM	ALL
Consolidation of Reports/Findings		N/A	N/A	June 23, 2023/ 8:00-10:00 AM	ALL
Closing Meeting		ALL	N/A	June 23, 2023/ 10:00-11:00 AM	ALL

Prepared by:

FEEJAY A. DIMACULANGAN, PhD
Audit Team Leader
Date: **June 15, 2023**

Reviewed by:

ADOLFO A. NISPEROS JR.
Lead Internal Quality Auditor
Date: **June 15, 2023**

Approved:

GLORIA JUMAMIL-MERCADO
Quality Management Representative
Date: **June 15, 2023**

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