

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: I

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	55
Curriculum and Learning Management Division	24
Education Support Services Division	21
Finance Division	20
Field Technical Assistance Division	4
Human Resource Development Division	18
Office of the Regional Director	19
Office of the Assistant Regional Director	4
Policy, Planning, and Research Division	8
Quality Assurance Division	9
Total	190

- 3. All Functional Divisions and QMS Teams shall ensure 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, through hrdd.region8@deped.gov.ph or pprd.region8@deped.gov.ph.





Address: Government Center, Candahug, Palo, Leyte

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- 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.

EVELYN R. FETALVERO CESO IV
Regional Director

HRDD-DSS





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Republika ng Pilipinas

Devartment of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2024-1475

TO

ALL REGIONAL DIRECTORS

FROM

WILFREDO E.

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

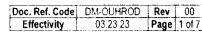
DepEd Order No. 009, s. 2021 titled Institutionalization of a Quality Management System (OMS) in the Department of Education aims to integrate the Department's internal processes, upgrade people capacity, ensure consistency in the delivery of quality services, and foster continuous process improvement 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.

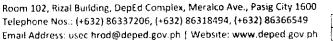
Attached are the following annexes, for your guidance:

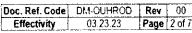
- Annex A: Program Design
- Annex B: List of Internal Auditors
- Annex C: RO Audit Schedule

For questions or concerns, please contact Ms. Chelsie Ann P. Red or Ms. Dorothy Aireen 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 9:00 - 10:00	Travel going to venue	Opening Meeting	Quality Assurance Division (QAD)	Office of the Regional Director (ORD)
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	LUNCH BREAK
1:00 - 2:00		Curriculum and Learning	Administrative Service Division	Travel back home
2:00 - 3:00	Courtesy Call to RO Officials	Management Division	(ASD)	
3:00 - 4:00		(CLMD)		
4:00 – 5:00	Site Tour	Human Resource and Development Division (HRDD)	Finance Division (FD)	
		Policy Planning and Research Division (PPRD)		







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Annex B: List of RO Internal Auditors

REGION	NAME						
	Valdez, Juner Windel						
Parien 1	Gutierrez, Oliver F.						
Region 1	Lalicon , Myla V.						
	Macailing, Maureen M.						
	Guiloy, Ronnie P.						
Pagion 2	Uy, Camile Grace I.						
Region 2	Pacquing, Ryan R.						
	Qaddoumi, Nor Aldeen E.						
	Culala, Ariel M.						
Darier 2	Dela Cruz, Anthony S.						
Region 3	Marcos, Edwin T.						
	Paruginog, Zandra Z.						
	Catud, Herminio Jose C.						
Desire 4 D	Fernando, Efraim C.						
Region 4-B	Dimaculangan, Feejay A.						
	Mestiola, Arian C.						
	Gimenez, Rosary Ann A.						
Denien F	Abogado, Shannon D.						
Region 5	Mendina, Cheenee O.						
	Margallo, Joy B.						
	Iledan, Jude Thaddeus I.						
Danier 6	Sindingan, Leilanie F.						
Region 6	Dioso, Jingky L.						
	Llave, Ruby T.						
	Elnar, Emiliano Jr. B.						
Doring 7	Bryant, Merden L.						
Region 7	Paragoso, Sofronio D.						
	Miro, Cynthia S.						
	Gula, Jimmy G.						
Darien 9	Verunque, Cesar P.						
Region 8	Cuevas, Rachel R.						
	Solis, Melvin Chito M.						
	Daligdig, Romeo M.						
Paging 0	Tubongbanua, Norvina A.						
Region 9	Ceniza, Iris Faye D.						
	Catalan, Filma B.						
	Ortega, Edith L.						
Pogia- 10	Pelagio, Reinante Noel N.						
Region 10	Base, Lita P.						
	Ebisa, Enerio E.						





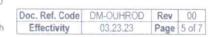
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	Bilbao, Shemelyn G.							
Dogian 11	Pitulan, Lorenza C.							
Region 11	Bañados, April P.							
	Mercado, Ronnie S.							
	Bisnar, Glenn A.							
Porior 10	Valeroso, Norman S.							
Region 12	Villa, Cheryl P.							
	Poblador, Michael A.							
	Linog, Bernabe L.							
CARAGA	Villareal, Marlyne M.							
CARAGA	Mendoza, Edmund D.							
	Miolata, Jessa							
	Lim, Jingle A.							
NCD	Macabando, Yassema C.							
NCR	Martin, Lydia L.							
	Vicencio, Leah Ailah							
	Flora, Vanessa B.							
	Yago-an, Jumar B.							
CAR	Payang, Melandro L.							
	Bumanghat, Joane S.							









Annex C: RO Audit Schedules with NQMS Secretariat

Sept. 18 (W)	Sept. 17 (T)	Sept. 16 (M)	Bupt 16	Sept. 14	(F)	Sept. 13	(Th)	Sept. 12	(W)	Sept. 11	(T)	Sept. 10	Sept. 9 (M)	Date	Auditee
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17 travel 18-19 audit	4 CAR +2 OED													٥	Region
17 travel 18-19 audit	4 RO 11 + 2 OED													d.	Region
19 audit report +	17-18 audit	4 RO 6 + 2 OED												ø	Region
						back	report +	13 audit	audit	11-12	2 OED	4 RO 8+		0	Region
										The second secon					Region
														٥	Region
								back	travel	report +	audit	10-11	4 RO 12 + 2 OED	v	Region
OED 17travel	4 CARAGA														Region
OED 17travel 18-19	4 RO 4B + 2														Region
														14	Region
_						back	report +	13 audit	audit	11-12	+ 2 OED	4 RO 7		Þ	CARAG
															NCR
					+ travel back	report	audit	audit	11-12	travel	+2 OED	4 RO 3			CAR







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Sept. 27	(Th)	Sept. 26	(w)	ocpr. 40	D D D D D D D D D D D D D D D D D D D	(T)	Sept. 24	(M)	Sept. 23	1991	50pt. 22	g	Bapt 21		(F)	Sept. 20	(111)	Sept. 19		Date	Auditee
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															odev	hack	report +	20 audit		48	Region
																	Dack	travel		CR	Region
																				6	Region
back	travel	27 audit		25-26	24 travel	+2 OED	4 RO 9													7	Region
back	travel	27 audit	audit	25-26	24 travel	+2 OED	4 RO 5													60	Region
								_												9	Region
														back	travel +	20audit	audit	18-19		10	Region
															back	report +	20audit	audit		11	Region
travel back	report +	audit	25-26	travel	24	+2 OED	4 RO10													12	Region
																				A	CARAG
back	travel +	27audit -	audit	25-26	24travel	+2 OED	4 RO 2													MCN	i
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