



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

Advisory No. **101**, s. 2024  
August 15, 2024

**ADJUSTED 2024 AUDIT ITINERARY**

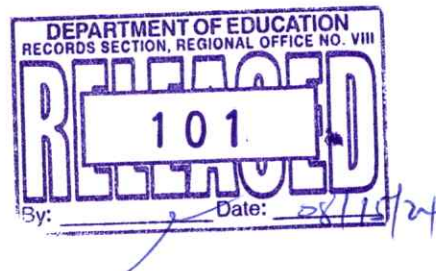
Attached is the adjusted 2024 Audit Itinerary.

The Internal Quality Audit (IQA) of the Regional Office Divisions and Section/Units scheduled on August 19-23, 2024 shall follow the adjusted Audit Itinerary as a result of the collaboration with the Human Resource and Development Divisions (HRDD) and IQA Team through the Quality Assurance Division (QAD).

More information may be inquired from:

Mr. Cesar P. Verunque  
QAD, DepEd RO 8  
Government Center, Candahug, Palo, Leyte  
Mobile No.: 0917-310-4208  
Email Add.: cesar.verunque@deped.gov.ph

QAD-SST





**Republic of the Philippines**  
**Department of Education**

**AUDIT ITINERARY**

<b>AUDITEE NAME &amp; ADDRESS:</b>	<b>DepEd Regional Office 8</b>																																																					
<b>AUDIT SCHEDULE:</b>	<b>August 19-22, 2024</b>																																																					
<b>AUDIT SCOPE:</b>	<input checked="" type="checkbox"/> <b>Management Process</b> <input checked="" type="checkbox"/> <b>Core Process</b> <input checked="" type="checkbox"/> <b>Support Process</b>																																																					
<b>AUDIT OBJECTIVES:</b>	<ol style="list-style-type: none"> <li>1. Evaluate the conformity of the organization to the ISO 9001:2015 requirements, laws, and regulations;</li> <li>2. Assess the conformity of the documented information to the established QMS;</li> <li>3. Evaluate its effectiveness; and</li> <li>4. Identify and recommend Opportunities for Improvement.</li> </ol>																																																					
<b>AUDIT CRITERIA:</b>	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements, QCP, and Planning Documents																																																					
<b>LEAD AUDITOR:</b>	Cesar P. Verunque																																																					
<b>MEMBER AUDITORS:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Team Assignment</th> <th style="width: 50%;">Names</th> <th style="width: 40%;">Team Designation</th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>Team A</b></td> <td>Cesar P. Verunque</td> <td>Team Leader</td> </tr> <tr> <td>Melvin Chito M. Solis</td> <td>Member</td> </tr> <tr> <td>Geraldine M. Mangaliman</td> <td>Member</td> </tr> <tr> <td rowspan="3"><b>Team B</b></td> <td>Gerardo L. Adtoon</td> <td>Team Leader</td> </tr> <tr> <td>Dandy G. Acuin</td> <td>Member</td> </tr> <tr> <td>Fe Gerona</td> <td>Member</td> </tr> <tr> <td rowspan="3"><b>Team C</b></td> <td>Sonny S. Tayum,</td> <td>Team Leader</td> </tr> <tr> <td>Jennylind D. Daya</td> <td>Member</td> </tr> <tr> <td>Reynaldo Nayre</td> <td>Member</td> </tr> </tbody> </table>		Team Assignment	Names	Team Designation	<b>Team A</b>	Cesar P. Verunque	Team Leader	Melvin Chito M. Solis	Member	Geraldine M. Mangaliman	Member	<b>Team B</b>	Gerardo L. Adtoon	Team Leader	Dandy G. Acuin	Member	Fe Gerona	Member	<b>Team C</b>	Sonny S. Tayum,	Team Leader	Jennylind D. Daya	Member	Reynaldo Nayre	Member	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Team Assignment</th> <th style="width: 50%;">Names</th> <th style="width: 40%;">Team Designation</th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>Team D</b></td> <td>Marlou D. Camposano</td> <td>Team Leader</td> </tr> <tr> <td>Gladys Fabillo</td> <td>Member</td> </tr> <tr> <td>Sarah Cabaluna</td> <td>Member</td> </tr> <tr> <td rowspan="4"><b>Team E</b></td> <td>Jimmy G. Gula</td> <td>Team Leader</td> </tr> <tr> <td>Gary Jay Calipayan</td> <td>Member</td> </tr> <tr> <td>Ronafe A. Dolo</td> <td>Member</td> </tr> <tr> <td>May Ann Ladrera</td> <td>Member</td> </tr> <tr> <td rowspan="3"><b>Team F</b></td> <td>Rachel R. Cuevas</td> <td>Team Leader</td> </tr> <tr> <td>Elizabeth Caboboy</td> <td>Member</td> </tr> <tr> <td>Russel Resco</td> <td>Member</td> </tr> </tbody> </table>		Team Assignment	Names	Team Designation	<b>Team D</b>	Marlou D. Camposano	Team Leader	Gladys Fabillo	Member	Sarah Cabaluna	Member	<b>Team E</b>	Jimmy G. Gula	Team Leader	Gary Jay Calipayan	Member	Ronafe A. Dolo	Member	May Ann Ladrera	Member	<b>Team F</b>	Rachel R. Cuevas	Team Leader	Elizabeth Caboboy	Member	Russel Resco	Member
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<b>RESOURCE REQUIREMENTS:</b>	<ol style="list-style-type: none"> <li>1. Office area for the audit activity.</li> <li>2. Planning documents, operations Manual, and other relevant references.</li> </ol>																																																					



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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
<b>Document Review</b>  Operations Manual, QCP, Planning Documents, CCSS Results, RFAs Issued, Management Review Documents, Risk Monitoring Forms, REDP, and other relevant files of documented information.		All		August 15-16, 2024	All
<b>One Time Opening Meeting</b>		All RO Division Chiefs and office Representatives, QMS Teams		August 19, 2024; 1:30 -2:00 PM	All
Top Management, QMR & QMS Secretariat	Leadership & Management Review	Evelyn R. Fetalvero, Ronelo Al K. Firmo. Rita R. Dimakiling, Functional Division Chiefs, QMS Team Chairs and Co-Chairs	4, 5.1, 5.2, 5.3, 9.3	August 19, 2024  2:00-4:00	Team A
PPRD	<ol style="list-style-type: none"> <li>Strategic Planning</li> <li>Medium Term Planning</li> <li>Operational Planning</li> <li>Policy Implementation</li> <li>Policy Review</li> <li>Education Statistics Monitoring</li> <li>Research Management</li> <li>Financial Management</li> <li>Data Management</li> </ol>	Rita R. Dimakiling	Clause 4, 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	August 20, 2024  8:00-10:00	Team-B
KMT	Documented Information Management, Knowledge Management,	Mercedes Sarmiento	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	August 20, 2024  10:00-	Team C
FTAD	<ol style="list-style-type: none"> <li>Organization Management: Organization/Reorganization and Institutionalization of TA Mechanism and Processes</li> <li>Coordination and Linkages – Provision of Technical Assistance to Reporting</li> <li>Project Implementation Management – Technical Assistance/Coaching Implementation Review and Awarding</li> <li>Operationalization of Knowledge Management System</li> </ol>		4, 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	12:00	

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Finance Division	<ol style="list-style-type: none"> <li>Budget Preparation, Approval, and Submission through OSBPs</li> <li>Budget Processing and Execution (ORS and BURs Processing)</li> <li>Pre-Audit and Disbursement</li> <li>Budget Accountability and Report Processing</li> <li>Financial Accountability Report Processing</li> <li>Monitoring and Recording of Financial Transactions</li> </ol>	Alma Suyom	4, 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	August 20, 2024  10:00-12:00	Team-D
RMT	Risk Management	Alma Suyom	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5		
TAT	Training and Advocacy	Harvie D. Villamor	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	August 20, 2024  10:00-12:00	Team-E
HRDD	<ol style="list-style-type: none"> <li>Learning/Professional Development and Management for Teachers and School Leaders <ul style="list-style-type: none"> <li><i>Design and Development of Learning/PD Standards and Programs/ Courses</i></li> <li><i>Management of Learning/PD Programs</i></li> <li><i>Quality Assurance of Learning/PD Programs</i></li> <li><i>M&amp;E of Learning/PD Programs</i></li> <li><i>Management of Scholarship Programs</i></li> </ul> </li> <li>Human Resource Management and Development <ul style="list-style-type: none"> <li><i>Employees Welfare</i></li> <li><i>Personnel Performance Management</i></li> <li><i>Induction Program for Regional Office Personnel and Beginning Teachers</i></li> <li><i>d. Rewards and Recognition</i></li> </ul> </li> </ol>		4, 6.1, 6.3, 7.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3,		
CLMD	<ol style="list-style-type: none"> <li>Curriculum Management</li> <li>Management/ Contextualization of Teaching-Learning Delivery System</li> </ol>	Gertrudes Mabutin	4, 6.1, 6.3, 7.1, 7.3, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1,	August 20, 2024  10:00-12:00	Team-F



Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	3. Management of Quality Assurance of Learning Resources/Contextualized Learning Resources 4. Management of Assessment Mechanism Contextualization 5. Assessment Operation 6. Data Analysis and Interpretation 7. Development of Education Research Framework, Design, Procedure, and Instruments 8. Conduct of Research 9. Utilization of Research Data and Information 10. Incoming and Outgoing of Documents		10.1, 10.2, 10.3		
Admin - Asset Management Section	1. Acquisition of Supplies, Materials and Equipment (Purchase Order) 2. Acquisition of Supplies, Materials and Equipment (Job Order) 3. Asset Utilization and Inventory 4. Asset Disposition	Rosemarie Guino Elizabeth Caboboy Eva Rosales Ariem Cinco Apple Reyes Eva Rosales	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	August 20, 2024 1:00 – 3:00	Team A
Admin - Procurement Unit	5. Procurement Planning <ul style="list-style-type: none"> <li>• Procurement Management</li> <li>• Competitive Bidding</li> <li>• Alternative Methods of Procurement</li> <li>• Shopping and Small Value</li> <li>• Repeat Order</li> <li>• Agency to Agency</li> </ul> 6. Procurement Monitoring			August 19, 2024 2:00 – 4:00	Team B
Admin- Records Section	7. Publication of Issuance 8. Handling of Incoming Documents 9. Handling of Outgoing Documents 10. Access, Disclosure, and Issuance of Documents <ul style="list-style-type: none"> <li>• <i>Certification, authentication, &amp; Verification (CAV) of School Records</i></li> <li>• <i>Authentication of Documents</i></li> </ul> 11. Records Disposition			August 20, 2024 1:00 – 3:00	Team C

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	12. Records Inventory				
Admin - General Services Units	13. Security Services 14. Housekeeping and Ground Maintenance 15. Transportation and Service Vehicle Maintenance <ul style="list-style-type: none"> <li>• Utilization of Transport Services</li> <li>• Repair and Maintenance of Service Vehicles</li> <li>• Renewal of Insurance and Registration of Service Vehicles</li> </ul> 16. Facilities Maintenance <ul style="list-style-type: none"> <li>• Payment of utilities</li> <li>• Job Requests</li> </ul>				
Admin - Personnel Section	17. Recruitment, Selection, and Placement <ul style="list-style-type: none"> <li>• Request for Transfer from One Station to Another</li> <li>• Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form</li> <li>• Reclassification for School Head and Master Teacher Positions</li> <li>• NOSCA for Newly Created Positions</li> </ul> 18. Leave Management (Travel abroad, Leave of Absence, and Study Leave) 19. Compensation and Benefits <ul style="list-style-type: none"> <li>• Payroll Preparation</li> <li>• Application of Monetization of Leave Credits</li> <li>• Application for Retirement</li> <li>• Application for Terminal Leave Benefits</li> <li>• Clearance from Money Accountability and/or Overpayment of Salary</li> <li>• Preparation of Notice of Salary Increment</li> <li>• Preparation of Notice of Salary Adjustment</li> </ul>		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	August 20, 2024  1:00 – 3:00	Team D



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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	20. Provident Fund Loan Application 21. Personnel Records Management <ul style="list-style-type: none"> <li>• <i>Submission of Statement of Assets, Liabilities, and Net worth (SALN)</i></li> <li>• <i>Issuance of Certificate of Employment and other certifications for various purposes</i></li> <li>• <i>Issuance of Service Records</i></li> </ul> 22. Personnel Inventory 23. Automatic Payroll Deduction system (APDS) Management <ul style="list-style-type: none"> <li>• <i>Referral Letter to Private Lending Institutions</i></li> <li>• <i>Verification of Loan Application of DepEd Borrowers under APDS</i></li> </ul> 24. Personnel Performance Management (Consolidation of IPCR) 25. Process on Employee Relation				
Admin - Cash Section	26. Collections and Deposits 27. Disbursements 28. Preparation of ACIC & SLIAE 29. Control of Accountable Forms 30. Maintenance and Closure of Bank Accounts	Russel Resco	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	August 20, 2024  1:00 – 3:00	Team E
QAD	1. Organization Management: Management of Public-School Applications in Basic Education <ul style="list-style-type: none"> <li>• Establishment, Conversion, Naming/Renaming of Schools, Separation of School Annexes</li> <li>• Establishment of Stand Alone Senior HS</li> <li>• Additional SHS Offering</li> <li>• Establishment of SHS in Existing Public Schools</li> </ul> 2. Private Education Regulations and Development <ul style="list-style-type: none"> <li>• <i>Grant of Permits to Operate and Recognitions</i></li> </ul>	Cesar P. Verunque	4, 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	August 20, 2024  1:00 – 2:30	Team F

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<ul style="list-style-type: none"> <li>• <i>Grant of Special Orders of Private Schools/Technical Vocational Institutions (TVI)</i></li> <li>• <i>Acknowledgement of Private School (Temporary/Permanent) Closure</i></li> <li>• <i>Review And Approval of Tuition and Other School Fees of Private Schools</i></li> <li>• <i>Review and Development of Policies of Private Schools</i></li> </ul> <p>3. Quality Assurance- Monitoring and Evaluation (QAME) of Learning/PD Programs</p> <p>4. Monitoring and Evaluation (CSW and PIR)</p>				
IQAT	Internal Quality Audit	Cesar Verunque	9.2, 10.2	August 20, 2024 2:30 – 4:00	QMR
Office of the Regional Director (ORD)	<ol style="list-style-type: none"> <li>1. Operational Planning (Review and Approval of Documents)</li> <li>2. Policy Implementation/ Review <ul style="list-style-type: none"> <li>• Dissemination and Contextualization of Policy</li> <li>• Monitoring of Policy Implementation</li> <li>• Contextualized Implementation of Policy</li> </ul> </li> <li>3. Management Meeting</li> <li>4. Office and Staff Performance Monitoring and Appraisal</li> <li>5. Government Assistance Subsidy</li> <li>6. Receiving/Releasing of Incoming/Outgoing Documents</li> </ol>	Evelyn R. Fetalvero, Ronelo Al K. Firmo.	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	August 19, 2024 2:00-4:00	Team A
Office of the Regional Director (ORD) – Legal Unit	<ol style="list-style-type: none"> <li>1. Investigation and Resolution of Cases</li> <li>2. Case Records Management</li> <li>3. Resolution of Request for correction of Entries in School Records</li> <li>4. Issuance of Certificate of No-Pending Case</li> <li>5. Review of Proposed DepEd Policies, Issuances, Agreements, and Other Legal</li> </ol>	Eleanor Calumpiano	6.1, 6.3, 7.1.3, 7.4, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 21, 2024 10:00-12:00	Team A



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	Documents – MOA, MOU, Deed, etc. 6. Provision of Legal Assistance Relating to School Sites 7. Investigation of complaints against Private School/s for Violation of DepEd Rules 8. Public Relations and Assistance. 9. Assistance to the Office of the Solicitor General (OSG)				
Office of the Regional Director – ICT Unit	1. Design and Development of ICT Solutions 2. Management of ICT Solution (Accounts Administration) 3. Management of ICT Solution (Website Content Uploading) 4. Management of Technology Infrastructure (Local Area Network Administration) 5. Management of Technology Infrastructure (Computer Preventive Maintenance) 5. Management of Technology Infrastructure (DepEd Computerization Program Support) 6. User Support/Help Desk	Jim Albert Lagado	6.1, 6.3, 7.1.3, 7.4, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 20, 2024  10:00-12:00	Team B
Office of the Regional Director - PAU	1. Communication Planning, Management, Monitoring and Evaluation 2. Information Management and Dissemination • Social Media Management • Incident Report Management 3. Materials Production 4. Media Relations (Press Conferences, Media Interviews) 5. Public Relations and Assistance 6. Monitoring of Customer/Client Satisfaction Survey	Jasmin Calzita	6.1, 6.3, 7.1.3, 7.4, 7.5.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 21, 2024  10:00-12:00	Team C
ESSD-SPSS and PFS	1. Disaster Risk Reduction Management • Contingency Planning Formulation and Enhancement • DRRM Information system and Research	Alejandra B. Lagumbay  Eden Dadap Ryan Bagon	4, 6.1, 6.2, 6.3, 7.1, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 21, 2024  10:00 – 12:00	Team- D

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<ul style="list-style-type: none"> <li>• Information, Education and Communication (IEC) and Advocacy for Resilience</li> <li>• Learning Continuity and Resilience Interventions</li> <li>• Monitoring and Evaluation of Comprehensive School Safety</li> <li>• Partnership for Strengthening Resilience</li> <li>• Resilience Education</li> </ul> <p>2. Infrastructure Management</p> <ul style="list-style-type: none"> <li>• Management of Construction, Repair, Rehabilitation, and Maintenance of Educational Facilities</li> <li>• Inspection/Validation of Accomplishment of BEFF Projects</li> <li>• Evaluation/Assessment of Construction, Repair, Rehabilitation, and Maintenance of Educational Facilities</li> </ul> <p>3. External Partnership Management</p> <ul style="list-style-type: none"> <li>• Partnership Development and Management</li> <li>• Commemorative and other Related Events</li> </ul> <p>4. Learner Support Management (Program Management- Sports)</p> <p>5. Legal Management (Development and Implementation of DepEd Child Protection Program)</p>				
ESSD – Health and Nutrition Section	<p>6. General Service Management</p> <ul style="list-style-type: none"> <li>• Clinic Management</li> </ul>	Alejandra B. Lagumbay  Angelica Rodriguez	6.1, 6.2, 6.3, 7.1, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	August 21, 2024  10:00 – 12:00	Team- E




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QWT	Quality Workplace	Rosemarie M. Guino	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	August 21, 2024  10:00 – 12:00	Team- F
<b>Final Wash-Up Meeting</b>		N/A	N/A	August 21, 2024 1:00 – 4:00	All
<b>One Time Closing Meeting</b>		ALL	N/A	August 22, 2024 9:00 – 10:00	ALL


Prepared by:

  
**SONNY S. TAYUM**  
 Internal Quality Audit Co-Team Leader  
 Date: **August 15, 2024**

Reviewed by:

for:   
**CESAR P. VERUNQUE**  
 Lead Internal Quality Auditor  
 Date: **August 15, 2024**

Approved:

  
**RITA R. DIMAKILING**  
 Quality Management Representative  
 Date: **August 16, 2024**