



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

February 25, 2025

**OFFICE MEMORANDUM**

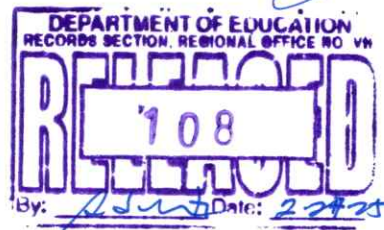
QAD-2025- **108**

**2025 REGIONAL OFFICE INTERNAL QUALITY AUDIT (IQA)**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. In line with our commitment to continuous improvement and to ensure conformance with the organization's requirements and ISO 9001:2015 Standards, this Office, through the Quality Assurance Division (QAD) in coordination with the Internal Quality Audit Team (IQAT), announces the conduct of the 2025 Regional Office Internal Quality Audit (IQA) on **March 18-20, 2025**.
2. This audit aims to assess compliance with established processes, requirements, and procedures, identify opportunities for improvement, and ensure the effectiveness of the quality management system. The processes to be audited, schedule and composition of auditors are detailed in the approved 2025 Audit Program, which is attached for your reference.
3. All concerned offices and personnel are requested to extend full cooperation to the audit team by providing necessary documents, records, and relevant information during the audit process. Likewise, every office should ensure that process owners are available during the specified dates to have a smooth flow of the office IQA implementation.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director



QAD-SST



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

**2025 AUDIT PROGRAM**

<b>AUDITEE NAME &amp; ADDRESS</b>	Department of Education – Regional Office VIII Government Center, Candahug, Palo, Leyte
<b>AUDIT OBJECTIVES</b>	1. Assess the Conformity to the Established QMS; 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.
<b>AUDIT SCOPE</b>	Management, Provision of Basic Education Service and Support Processes.
<b>AUDIT CRITERIA</b>	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements.
<b>AUDIT METHODS</b>	Face-to-Face/ Onsite Audit (“One-Time, Big-Time”)
<b>RESOURCE REQUIREMENTS:</b>	1. Conference room and presentation equipment, as necessary, for entry and exit conference 2. Planning documents, operations manual and other relevant references

AUDIT SCHEDULE												
Office	Declared Processes	2025 Audit Month										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov Dec
Administrative Division	Asset Management Section											
	1. Acquisition of Tangible and Intangible Assets (Purchase Order)			X								
	2. Acquisition of Tangible and Intangible Assets (Job Order)			X								
	3. Asset Utilization and Inventory			X								
	4. Asset Disposal			X								
	Procurement Unit											
	5. Procurement Planning			X								



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Doc. Ref. Code	PAWM-F-007	Rev	00
Effectivity	09.20.21	Page	1 of 11





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Office	Declared Processes	2025 Audit Month											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	6. Competitive Bidding			X									
	7. Alternative Methods of Procurement			X									
	8. Repeat Order			X									
	9. Agency-to-Agency			X									
	Cash Section												
	10. Collections and Deposits			X									
	11. Disbursements			X									
	12. Preparation of ACIC & SLIAE			X									
	13. Control of Accountable Forms			X									
	14. Maintenance And closure of Bank Accounts			X									
	Personnel Section												
	15. Recruitment, Selection, and Placement			X									
	16. Request for Transfer from One Station to Another			X									
	17. Application for Equivalent Record Form			X									
	18. Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form			X									
	19. Reclassification for School Head and Master Teacher Positions			X									
	20. NOSCA for Newly Created Positions			X									

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	2 of 11



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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	21. Leave Management (Travel abroad, Leave of Absence, and Study Leave)			X									
	22. Compensation and Benefits			X									
	23. Personnel Records Management			X									
	24. Personnel Inventory			X									
	25. Automatic Payroll Deduction system (APDS) Management			X									
	26. Personnel Performance Management			X									
	Records Section			X									
	27. Publication of Issuance			X									
	28. Handling of Incoming Documents			X									
	29. Handling of Outgoing Documents			X									
	30. Access, Disclosure, and Issuance of Documents			X									
	31. Records Disposition			X									
	32. Records Inventory			X									
	General Services Units												
	33. Security Services			X									
	34. Facilities Maintenance			X									
	35. Transportation and Service Vehicle Maintenance			X									

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	3 of 11



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<b>Office</b>	<b>Declared Processes</b>	<b>2025 Audit Month</b>											
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Curriculum and Learning Management Division (CLMD)	1. Curriculum Management and Standards Development (curriculum Management)			X									
	2. Learning Delivery Management and Development (Management/contextualization of Teaching-Learning Delivery System)			X									
	3. Learning Resource management and Development (Management of Quality Assurance of Learning Resources/Contextualized Learning Resources)			X									
	4. Education Assessment and Research			X									
	a. Management of Assessment Mechanism Contextualization			X									
	b. Assessment Operation			X									
	c. Data Analysis and Interpretation			X									
	d. Development of Education Research Framework, Design, Procedure, and Instruments			X									
	e. Conduct of Research			X									
	f. Utilization of Research Data and Information			X									
	5. Unit Performance			X									

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Doc. Ref. Code	PAWIN-F-007	Rev	00
Effectivity	09.20.21	Page	4 of 11





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<b>Office</b>	<b>Declared Processes</b>	<b>2025 Audit Month</b>											
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Education support Services Division (ESSD)	1. Disaster Risk Reduction and Management			X									
	2. External Partnership Management			X									
	3. Learner Formation			X									
	4. Infrastructure Management			X									
	5. General Service Management (Clinic Management)			X									
	6. Learner Support Management			X									
	7. Learner Rights and Protection			X									
	8. Legal Management			X									
Finance Division	1. Budget Preparation and Approval			X									
	2. Budget Processing and Execution			X									
	3. Pre-Audit and Disbursement			X									
	4. Budget Accountability and Reporting			X									
	5. Financial Accountability and Reporting			X									
	6. Monitoring and recording of financial Transactions			X									
	1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation			X									
	2. Project Management			X									
Field Technical Assistance Division (FTAD)													

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	5 of 11



## AUDIT SCHEDULE

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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Human Resource Development Division (HRDD)	3. Knowledge Management			X									
	1. Learning/Professional Development and Management for Teachers and School Leaders			X									
	b. Management of Learning/PD Programs			X									
	c. Quality Assurance of Learning/PD Programs			X									
	d. M&E of Learning/PD Programs			X									
	e. Management of Scholarship Programs			X									
	2. Human Resource Management and Development			X									
	a. Employees Welfare			X									
	b. Personnel Performance Management			X									
	c. Professional Development/Learning and Development			X									
	d. Recruitment, Selection, Placement, and Induction (Teachers, Master Teachers, School heads, Other Positions, Third Level Positions)			X									
	e. Rewards and Recognition			X									

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	6 of 11





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Policy, Planning, and Research Division (PPRD)	1. Strategic Planning			X									
	2. Medium Term Planning			X									
	3. Operational Planning			X									
	4. Policy Implementation			X									
	5. Policy Review			X									
	6. Education Statistics Monitoring			X									
	7. Research Management			X									
	8. Data Management			X									
Office of the Regional Director (ORD)	1. Policy Implementation			X									
	2. External Linkage												
	3. Management Meetings			X									
	4. Office and Staff Performance Monitoring and Appraisal			X									
Legal Unit													
	5. Policy Review			X									
	6. Investigation and Resolution of Cases			X									
	7. Investigation of complaints against Private School/s for Violation of DepEd Rules			X									
	8. Regulation and Policies.			X									
	9. Issuance of Certificate of No-Pending Case												
	10. Public Relations and Assistance.			X									
	11. Assistance to the Office of the Solicitor General (OSG)												

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Doc. Ref. Code	PAWIN-F-007	Rev	00
Effectivity	09.20.21	Page	7 of 11





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	12. Resolution of Request for correction of Entries in School Records			X									
	13. Issuance of Certificate of No Pending Administrative Cases			X									
	14. Case Records Management			X									
	15. Review and Approval of contracts/Agreements/Other Legal Documents			X									
	Public Affairs Unit (PAU)			X									
	16. Communication Planning, Management, Monitoring			X									
	17. Evaluation Information Management and Dissemination												
	18. Materials Production			X									
	19. Media Relations			X									
	20. Public Relations and Assistance			X									
	21. Monitoring of Customer/Client Satisfaction Survey			X									
	Information Communication and Technology Unit (ICTU)			X									
	22. Design and Development of ICT Solutions			X									
	23. Management of ICT Solution (Accounts Administration)			X									
	24. Management of ICT Solution (Website Content Uploading)			X									



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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	8 of 11



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Quality Assurance Division (QAD)	25. Management of Technology Infrastructure (Local Area Network Administration)			X									
	26. Management of Technology Infrastructure (DepEd Computerization Program Support)			X									
	27. User Support/Help Desk			X									
	1. Organization Management: Management of Public-School Applications in Basic Education (Establishment, Conversion, Naming/Renaming of Schools, Separation of School Annexes)			X									
	2. Private Education Regulations and Development			X									
	a. Grant of Permits to Operate and Recognitions			X									
	b. Grant of Special Orders of Private Schools/Technical Vocational Institutions (TVI)			X									
	c. Acknowledgement of Private School (Temporary/Permanent) Closure			X									
	d. Review And Approval of School Fees of Private Schools			X									

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	9 of 11





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	e. Review and Development of Policies of Private Schools			<b>X</b>									
	3. Quality Assurance-Monitoring and Evaluation (QAME) of Learning/ PD Programs			<b>X</b>									
	4. Monitoring and Evaluation			<b>X</b>									
Top Management	Management Review			<b>X</b>									
Internal Quality Audit Team (IQAT)	Internal Quality Audit			<b>X</b>									
Knowledge Management Team (KMT)	Documented Information Management			<b>X</b>									
Risk Management Team (RMT)	Risk Management			<b>X</b>									
Training and Advocacy Team (TAT)	Training and Advocacy Management			<b>X</b>									
Quality Workplace Team (QWT)	Workplace Management			<b>X</b>									

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	10 of 11



**Adjusted Composition of IQA Sub-Teams:**

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 Geron	Member
<b>Team C</b>	Sonny S. Tayum,	Team Leader
	Jennylynd D. Daya	Member
	Reynaldo Nayre	Member

Team Assignment	Names	Team Designation
<b>Team D</b>	Marlou D. Camposano	Team Leader
	Gladys Fabillo	Member
	May Ann Ladrera	Member
<b>Team E</b>	Jimmy G. Gula	Team Leader
	Gary Jay Calipayan	Member
	Ronafe A. Dolo	Member
<b>Team F</b>	Rachel R. Cuevas	Team Leader
	Elizabeth Caboboy	Member
	Russel Resco	Member

**NOTES:**

1. Audit Program shall be prepared by the Lead Internal Quality Auditor
2. IQA Teams shall be assigned by the Lead Internal Quality Auditor.
3. Audit Itinerary, which includes the purpose, processes and offices to be audited, Audit Teams assigned, actual date and time of the IQA, and resource requirements, shall be prepared and communicated through an Office Memorandum to all concerned offices at least a week prior to the activity.
4. Utmost cooperation is expected from all offices.
- 5.

Prepared by:

Approved by:

**CESAR P. VERUNQUE****RITA R. DIMAKILING, PhD.**

Lead Internal Quality Auditor

Quality Management Representative

Date: February 25, 2025

Date: February 25, 2025

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	11 of 11

