

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:

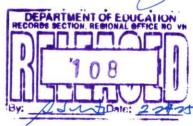
Director III

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 IOA implementation.
- 4. Immediate dissemination of and strict compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO III

Regional Director



OAD-SST



Address: Government Center, Candahug, Palo, Leyte

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Republic of the Philippines

Department of Education

REGION VIII – EASTERN VISAYAS

	2025 AUDIT PROGRAM
AUDITEE NAME	Department of Education – Regional Office VIII
& ADDRESS	Government Center, Candahug, Palo, Leyte
	1. Assess the Conformity to the Established QMS;
AUDII	2. Evaluate its Effectiveness; and
OBJECTIVES	3. Identify Opportunities for Improvement.
AUDIT SCOPE	Management, Provision of Basic Education Service and Support Processes.
AUDIT CRITERIA	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements.
AUDIT METHODS	Face-to-Face/Onsite Audit ("One-Time, Big-Time")
RESOURCE	1. Conference room and presentation equipment, as necessary, for entry and exit conference
REQUIREMENTS:	REQUIREMENTS: 2. Planning documents, operations manual and other relevant references

	AU	AUDIT SCHEDULE	SCHE	DULE		202	2025 Audit Month	it Mo	nth				
Office	Declared Processes	Jan	Feb	Feb Mar Apr	Apr	Мау	May Jun	Jul	0/Q	Sep	Oct	Sep Oct Nov Dec	Dec
Administrative	Asset Management Section												
Division	 Acquisition of Tangible and 			×									
	Intangible Assets (Purchase												
	Order)												
	Acquisition of Tangible and			×									
	Intangible Assets (Job Order)												
	 Asset Utilization and Inventory 			×									
	4. Asset Disposal			×									
	Procurement Unit												
	5. Procurement Planning			×									



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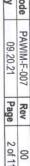


Offfice Declared Processes Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 6. Competitive Bidding X X Jun Jul Aug Sep Oct Nov Dec 7. Alternative Methods of Procurement X X Image: Aug Image: Aug		Α	AUDIT SCHEDULE	CHEDU	ILE									
Accompetitive Bidding 7. Alternative Methods of Procurement 8. Repeat Order 9. Agency-to-Agency Cash Section 10. Collections and Depositis 11. Disbursements 12. Preparation of ACIC & SJIIAE 13. Control of Accountable Forms 14. Maintenance And closure of Bank Accounts Personnel Section, and Placement 16. Request for Transfer from One Station to Another 17. Application for Equivalent Records Form 18. Reclassification for School Head and Master Teacher Positions 20. NOSCA for Newly Created X X X X X X X X X X X X X X X X X X X							2025	5 Aud	it Mo	nth				
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ents of ACIC & SLIIAE Accountable Forms ce And closure of ants It, Selection, and Transfer from One Another for Equivalent m ation through Illocation List (PAL) ved Equivalent rm ation for School Master Teacher Newly Created		10. Collections and Deposits		M	_									
accountable Forms Se And closure of Ints It, Selection, and Transfer from One Another for Equivalent m Illocation List (PAL) ved Equivalent rm ation for School Master Teacher Newly Created		11.Disbursements		×	_									
Accountable Forms See And closure of aints It, Selection, and Transfer from One Another for Equivalent months (PAL) ved Equivalent rm ation for School Master Teacher Newly Created		12. Preparation of ACIC & SLIIAE		M	_									
ants It, Selection, and It, Selection, and Transfer from One Another for Equivalent In Ation through Illocation List (PAL) ved Equivalent rm Ation for School Master Teacher Newly Created		13. Control of Accountable Forms		×	_									
It, Selection, and Transfer from One Another for Equivalent m ation through llocation List (PAL) ved Equivalent rm ation for School Master Teacher Newly Created		14. Maintenance And closure of		M	_									
Transfer from One Another for Equivalent m ation through llocation List (PAL) ved Equivalent rm ation for School Master Teacher Newly Created		Bank Accounts												
One One		Personnel Section												
One PAL)		15. Recruitment, Selection, and		м	_									
One One		Placement												
PAL)		16. Request for Transfer from One		<u> </u>	_									
PAL)		Station to Another												
PAL)		17. Application for Equivalent		- M										
PAL)		18. Reclassification through		м	^									
		Plantilla Allocation List (PAL)												
		with Approved Equivalent												
		Kecords Form			•									
		19. Reclassification for School Head and Master Teacher										111		
		Positions												
		20. NOSCA for Newly Created			P									



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		AUDII SCREDULE	CHE	GUL		200	2025 Andit Month	- No.	7+5			STREET SO SE	
Office	Declared Processes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	+
	21. Leave Management (Travel			×									
	abroad, Leave of Absence, and												-
	Study Leave)												-
	22. Compensation and Benefits			×									-
	23. Personnel Records			×			ı						
	Management												-
	24. Personnel Inventory			×									+
	25. Automatic Payroll Deduction			×									
	system (APDS) Management												+
	26. Personnel Performance			×									
	Management												-
	Records Section			×									
	27. Publication of Issuance			×									
	28. Handling of Incoming			×									
	Documents												-
	29. Handling of Outgoing			×									
	Documents												
	30.Access, Disclosure, and			×									
	Issuance of Documents												
	31. Records Disposition			×									
	32. Records Inventory			×									
	General Services Units												
	33. Security Services			×									1 1
	34. Facilities Maintenance			×									
	35. Transportation and Service			×									
	Vehicle Maintenance												







	A	AUDIT SCHEDULE	HEDULI		200	2025 Audit Month	+ Mon	+				
Office	Declared Processes	Jan F	Feb Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Curriculum	 Curriculum Management and 		×									
and Learning Management	Standards Development (curriculum Management)											
Division	Learning Delivery Management		×									
(CLMD)												
	(Management/contextualization											
	of Teaching-Learning Delivery			-50-110					- 60			
	System)											
	Learning Resource		×									
	management and Development											
	(Management of Quality											
	Assurance of Learning											
	Resources/Contextualized											
	Learning Resources)											
	 Education Assessment and 		×									
	Research											
	 a. Management of Assessment 		×									
	Mechanism											
	Contextualization											
	b. Assessment Operation		×									
	c. Data Analysis and		×					9				
	Interpretation											
	d. Development of Education		×									
	Research Framework,											
	Design, Procedure, and											
	Instruments											
	e. Conduct of Research		×									
	f. Utilization of Research Data		×									
			4									
	O. OTHER CHICHTER		-	-								



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Office Declared Processes Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Education 1. Dissaster Risk Reduction and Services X X 4 5 6 7 8 8 8 8 8 8 8			AUDIT SCHEDULE	HEDULI		202	5 Aud	it Mor	ath				
on 1. Disaster Risk Reduction and Management 2. External Partnership 2. External Partnership 3. Learner Formation 3. Learner Formation 4. Infrastructure Management 5. General Service Management 6. Learner Support Management 7. Learner Rights and Protection 8. Legal Management 1. Budget Preparation and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 6. Monitoring and recording of financial Transactions Management Implementation Management Implementation (Technical Assistance on Service Delivery and/or Project Implementation 2. Project Management 1. Organization Management Implementation Service Delivery and/or Program/Project Implementation 2. Project Management	Office	Declared Processes			\vdash	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec
(ESSD) 2. External Partnership A. Infrastructure Management 4. Infrastructure Management 5. General Service Management (Clinic Management) 6. Learner Support Management 7. Learner Rights and Protection 8. Legal Management 1. Budget Processing and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management	Education	- 4		×									
Management 3. Learner Formation 4. Infrastructure Management 5. General Service Management (Clinic Management) 6. Learner Support Management 7. Learner Rights and Protection 8. Legal Management 1. Budget Preparation and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions 1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management	Services			×									
3. Learner Formation 4. Infrastructure Management 5. General Service Management (Clinic Management) 6. Learner Support Management 7. Learner Rights and Protection 8. Legal Management 1. Budget Preparation and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions 1. Organization Management/ Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management	Division (ESSD)												
4. Infrastructure Management 5. General Service Management (Clinic Management) 6. Learner Support Management 7. Learner Rights and Protection 8. Legal Management 1. Budget Preparation and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions chnical 1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management				×									
5. General Service Management (Clinic Management) 6. Learner Support Management 7. Learner Rights and Protection 8. Legal Management 1. Budget Preparation and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions chnical 1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management				×									
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6. Learner Support Management 7. Learner Rights and Protection 8. Legal Management 1. Budget Preparation and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions chnical 1. Organization Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management		(Clinic Management)											
7. Learner Rights and Protection 8. Legal Management 1. Budget Preparation and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions chnical Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management 2. Project Management				×									
8. Legal Management 1. Budget Preparation and Approval 2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions chnical 1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management				×									
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2. Budget Processing and Execution 3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions chnical 1. Organization Management/Project Management Implementation (FTAD) (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management	Division	Approval											
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3. Pre-Audit and Disbursement 4. Budget Accountability and Reporting 5. Financial Accountability and Reporting 6. Monitoring and recording of financial Transactions nical 1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management		Execution											
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Program/Project Implementation Project Management		Service Delivery and/or											
Project Management		Program/Project								ı			
				×									







														I								(HRDD)	Division	Development	Resource	Human		Office		
e. Rewards and Recognition	Positions)	Positions, Third Level	School heads, Other	(Teachers, Master Teachers,	Placement, and Induction	d. Recruitment, Selection,	Development	Development/Learning and	c. Professional	Management	b. Personnel Performance	a. Employees Welfare	Белеторитети	2. Human Resource Management and	Programs	e. Management of Scholarship	Programs	d. M&E of Learning/PD	Learning/PD Programs	c. Quality Assurance of	Learning/PD Programs	b. Management of		Teachers and School Leaders	Development and Management for	1. Learning/Professional	3. Knowledge Management	Declared Processes		AI
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Office	Declared Processes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Policy.	Strategic Planning			×									
Planning, and				×									
Research				×									
Division (PPRD)	4. Policy Implementation			×									
	5. Policy Review			×									
				×									
				×									
	8. Data Management			×									
Office of the	 Policy Implementation 			×									
Regional	2. External Linkage												
Director (ORD)	 Management Meetings 			×									
64	 Office and Staff Performance 		0.20.00	×									
	Monitoring and Appraisal												
	Legal Unit		l N										
	5. Policy Review			×									
	6. Investigation and Resolution of			×									
	Cases									T			
	Investigation of complaints			×									
	against Private School/s for Violation of DepEd Rules												
	Regulation and Policies.			×								11000	
	Issuance of Certificate of No- Pending Case												
	10. Public Relations and			×									
	Assistance.												
	Solicitor General (OSG)												
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Office	Declared Processes	Jan 1	Feb 1	Mar A	Apr N	May J	Jun	fun Jul Au	Aug	Sep	Oct	Nov	Dec
	12. Resolution of Request for		×										
	correction of Entries in School												
	Records												
	13. Issuance of Certificate of No		×										
	Pending Administrative Cases												T
	14. Case Records Management		×										
	15. Review and Approval of		×	_	No. 4								
	contracts/Agreements/Other												
	Legal Documents												T
	Public Affairs Unit (PAU)		×	_									T
	16. Communication Planning,		×	_									
	Management, Monitoring												
	17. Evaluation Information												
	Management and												
	Dissemination					-					T		1
	18. Materials Production		×	_	-								
	19. Media Relations		×	~									1
	20. Public Relations and Assistance		м	×									T
	21. Monitoring of Customer/Client Satisfaction Survey		×										1
	Information Communication and Technology Unit (ICTU)			×									
	22. Design and Development of ICT Solutions			×									
	23. Management of ICT Solution (Accounts Administration)			×				i de la companya de l					
	24. Management of ICT Solution (Website Content Uploading)			×									



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Office	Declared Processes	Jan	Feb	Mar	A	404	2020 Audit Month	TATAL TATAL	44.044	2			
			H	TATOTT	TAKE	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
_	25. Management of Technology			×									
	Infrastructure (Local Area												
	Network Administration)												
· · · · · ·	26. Management of Technology			×									
	Infrastructure (DepEd												
	Computerization Program												
	Support)												
	27. User Support/Help Desk			×									
Ouality	 Organization Management: 			×									
Assurance													
Division (QAD)	Applications in Basic												
	Education (Establishment,												
	Conversion, Naming/Renaming												
	of Schools, Separation of												
	School Annexes)												
	Private Education			×									
	Regulations and Development												
	 a. Grant of Permits to Operate 			×									
	and Recognitions												
	 b. Grant of Special Orders of 			×									
	Private Schools/Technical												
	Vocational Institutions (TVI)												
	 c. Acknowledgement of Private 			×									
	School												
	(Temporary/Permanent)												
	Closure												1
	d. Review And Approval of			×									
	School Fees of Private												
	Schools												



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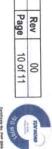
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	A	WORTH SCHEDOLE	SCHEL	OLE							The second second		
						202	2025 Audit Month	it Mor	ıth				
Office	Declared Processes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	e. Review and Development of			×									
	 Quality Assurance-Monitoring 			×									
	and Evaluation (QAME) of												
	Learning/PD Programs												
	 Monitoring and Evaluation 			×									
Top	Management Review			×									
Management													
Internal Quality	Internal Quality Audit			×									
Audit Team													
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VIIOMIEGE	Documented minimarron			9									
Management	Management												
Team (KMT)													
Risk	Risk Management			×									
Management													
Team (RMT)													
Training and	Training and Advocacy Management			×									
Advocacy Team													
Quality	Workplace Management			×									
Workplace													
Team (QWT)													





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Adjusted Composition of IQA Sub-Teams:

Team Assignment	Names	Team Designation
Team A	Cesar P. Verunque	Team Leader
	Melvin Chito M. Solis	Member
	Geraldine M. Mangaliman	Member
Team B	Gerardo L. Adtoon	Team Leader
	Dandy G. Acuin	Member
	Fe Gerona	Member
Team C	Sonny S. Tayum,	Team Leader
	Jennylind D. Daya	Member
	Reynaldo Nayre	Member

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

NOTES:

- 1. Audit Program shall be prepared by the Lead Internal Quality Auditor
- IQA Teams shall be assigned by the Lead Internal Quality Auditor.
- 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.
- Utmost cooperation is expected from all offices.

4. 10.

Prepared by:

Approved by:

RITA R. DIMAKILING, PhD.

Lead Internal Quality Auditor Date: February 25, 2025

CESAR P. VERUNQUE

Quality Management Representative

Date: February 25, 2025



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