



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

June 27, 2025

OFFICE MEMORANDUM

QAD-2025- **312**

**NEW SCHEDULE OF THE 2025 REGIONAL OFFICE
INTERNAL QUALITY AUDIT (IQA)**

To: Director III
Functional Division Chiefs
All Others Concerned

1. In reference to the agreements made during the Quarter 1 Management Review on June 26, 2025, the Quality Assurance Division (QAD) hereby informs all concerned personnel of the new schedule of the 2025 Office Internal Quality Audit (IQA), which will be conducted on June 30, July 7, and 14, 2025.
2. All IQAT members are required to prepare and finalize their audit checklists for the upcoming activity. A copy of the finalized checklist must be submitted to the IQAT Secretariat via QAD for the Lead Auditor's review. Furthermore, in line with the agreements from the Management Review, team members must prioritize their assigned audit activities as scheduled in the attached Audit Itinerary.
3. Likewise, all Functional Division Chiefs and unit/section heads are advised to be in their respective offices during the scheduled office audit to ensure the effective and smooth implementation of this ISO-mandated process.
4. The Opening Meeting will commence immediately following the Flag Raising ceremony on June 30, 2025.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

QAD-CPV

EVELYN R. FETALVERO, CESO III

Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII





Republic of the Philippines
Department of Education

2025 AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DepEd Regional Office 8																																																																															
AUDIT SCHEDULE:	June 30, 2025, July 7 and 14, 2025																																																																															
AUDIT SCOPE:	<input checked="" type="checkbox"/> Management Process <input checked="" type="checkbox"/> Core Process <input checked="" type="checkbox"/> Support Process																																																																															
AUDIT OBJECTIVES:	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 its effectiveness; and 4. Identify and recommend Opportunities for Improvement.																																																																															
AUDIT CRITERIA:	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements, QCP, and Planning Documents																																																																															
LEAD AUDITOR:	Cesar P. Verunque																																																																															
MEMBER AUDITORS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Team Assignment</th> <th style="width: 45%;">Names</th> <th style="width: 40%;">Team Designation</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">Team A</td> <td>Cesar P. Verunque</td> <td>Team Leader</td> </tr> <tr> <td>Geraldine M. Mangaliman</td> <td>Member</td> </tr> <tr> <td>Ariem V. Cinco</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team 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" style="text-align: center;">Team C</td> <td>Sonny S. Tayum</td> <td>Team Leader</td> </tr> <tr> <td>Jennylynd D. Daya</td> <td>Member</td> </tr> <tr> <td>Reynaldo Nayre</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team D</td> <td>Marlou D. Camposano</td> <td>Team Leader</td> </tr> <tr> <td>Rowena T. Vacal</td> <td>Member</td> </tr> <tr> <td>May Ann Ladrera</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team E</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> </tbody> </table>			Team Assignment	Names	Team Designation	Team A	Cesar P. Verunque	Team Leader	Geraldine M. Mangaliman	Member	Ariem V. Cinco	Member	Team B	Gerardo L. Adtoon	Team Leader	Dandy G. Acuin	Member	Fe Gerona	Member	Team C	Sonny S. Tayum	Team Leader	Jennylynd D. Daya	Member	Reynaldo Nayre	Member	Team D	Marlou D. Camposano	Team Leader	Rowena T. Vacal	Member	May Ann Ladrera	Member	Team E	Jimmy G. Gula	Team Leader	Gary Jay Calipayan	Member	Ronafe A. Dolo	Member	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Team Assignment</th> <th style="width: 45%;">Names</th> <th style="width: 40%;">Team Designation</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">Team F</td> <td>Rachel R. Cuevas</td> <td>Team Leader</td> </tr> <tr> <td>Yvonne Mae L. Ripalda</td> <td>Member</td> </tr> <tr> <td>Nova P. Jorge</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team G</td> <td>Melvin Chito M. Solis</td> <td>Team Leader</td> </tr> <tr> <td>Gladys Fabillo</td> <td>Member</td> </tr> <tr> <td>Glendale B. Lamiseria</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team H</td> <td>Elizabeth Caboboy</td> <td>Team Leader</td> </tr> <tr> <td>Lourdes Adara S. Luaton</td> <td>Member</td> </tr> <tr> <td>Albert B. Avila</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team I</td> <td>Russel Resco</td> <td>Team Leader</td> </tr> <tr> <td>Marilyn G. Trinidad</td> <td>Member</td> </tr> <tr> <td>Hannah Rose M. Cuaderno</td> <td>Member</td> </tr> <tr> <td rowspan="2" style="text-align: center;">QMR</td> <td colspan="2"> Rita R. Dimakiling Harvie D. Villamor Eleanor Calumpiano </td> </tr> <tr> <td colspan="2">Maryjean B. Menil (Secretariat)</td> </tr> </tbody> </table>			Team Assignment	Names	Team Designation	Team F	Rachel R. Cuevas	Team Leader	Yvonne Mae L. Ripalda	Member	Nova P. Jorge	Member	Team G	Melvin Chito M. Solis	Team Leader	Gladys Fabillo	Member	Glendale B. Lamiseria	Member	Team H	Elizabeth Caboboy	Team Leader	Lourdes Adara S. Luaton	Member	Albert B. Avila	Member	Team I	Russel Resco	Team Leader	Marilyn G. Trinidad	Member	Hannah Rose M. Cuaderno	Member	QMR	Rita R. Dimakiling Harvie D. Villamor Eleanor Calumpiano		Maryjean B. Menil (Secretariat)	
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RESOURCE REQUIREMENTS:	Office area for the audit activity																																																																															

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
One Time Opening Program		All Offices and QMS Teams		June 30, 2025 9:30 AM- 10 AM	
Document Review		IQAT Members		June 30- July 4, 2025	
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	5.1, 5.2, 5.3, 9.3	July 7, 2025 9:00 AM- 11:00 PM	Team A
Office of the Regional Director – Public Affairs Unit (PAU)	1. Communication Planning, Management, Monitoring 2. Evaluation Information Management and Dissemination 3. Materials Production 4. Media Relations 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	July 7, 2025 9:00 AM- 11:00 PM	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	July 7, 2025 2:00 PM- 4:00 PM	Team C
FTAD	1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management 3. Knowledge Management		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, 10.1, 10.2, 10.3		
RMT	Risk Management	Alma Suyom	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	July 7, 2025 2:00 PM- 4:00 PM	Team D
PPRD	1. Strategic Planning 2. Medium Term Planning 3. Operational Planning 4. Policy Implementation 5. Policy Review 6. Education Statistics Monitoring	Rita R. Dimakiling	Clause 6.1, 6.3, 7.1.1, 7.5.3, 8.2, 8.4, 8.5, 8.6, 8.7,	July 7, 2025 2:00 PM- 4:00 PM	Team E

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	7. Research Management 8. Financial Management 9. Data Management		9.1, 10.1, 10.2, 10.3		
Admin - Personnel Section	1. Recruitment, Selection, and Placement 2. Request for Transfer from One Station to Another 3. Application for Equivalent Record Form 4. Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form 5. Reclassification for School Head and Master Teacher Positions 6. NOSCA for Newly Created Positions 7. Leave Management (Travel abroad, Leave of Absence, and Study Leave) 8. Compensation and Benefits <ol style="list-style-type: none"> Payroll Preparation Application of Monetization of Leave Credits Application for Retirement Application for Terminal Leave Benefits Certification of Last Salary Received/Clearance from Money Accountability and/or Overpayment of Salary Preparation of Notice of Salary Increment Preparation of Notice of Salary Adjustment Provident Fund Loan 9. Personnel Records Management <ol style="list-style-type: none"> Submission of Statement of Assets, Liabilities, and Net worth (SALN) Issuance of Certificate of Employment (Regular/with compensation) Issuance of Service Records 10. Personnel Inventory 11. Automatic Payroll Deduction system (APDS) Management <ol style="list-style-type: none"> Referral Letter to Private Lending Institutions 	Rosemarie Guino 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	July 7, 2025 2:00 PM- 4:00 PM	Team F

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<i>b. Verification of Loan Application of DepEd Borrowers under APDS</i> 12. Personnel Performance Management 13. Employee Relation				
ESSD (SPSS, EFS, HNU)	1. Disaster Risk Reduction and Management 2. External Partnership 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	Alejandra B. Lagumbay	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	July 7, 2025 2:00 PM- 4:00 PM	Team G
Office of the Regional Director - Legal Unit)	1. Policy Review 2. Investigation and Resolution of Cases 3. Investigation of complaints against Private School/s for Violation of DepEd Rules 4. Regulation and Policies. 5. Issuance of Certificate of No- Pending Case 6. Public Relations and Assistance. 7. Assistance to the Office of the Solicitor General (OSG) 8. Resolution of Request for correction of Entries in School Records 9. Issuance of Certificate of No Pending Administrative Cases 10. Case Records Management 11. Review and Approval of contracts/Agreements/Other Legal Documents	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	July 7, 2025 2:00 PM- 4:00 PM	Team H
ASD - Asset Management Section	1. Acquisition of Tangible and Intangible Assets (Purchase Order) 2. Acquisition of Tangible and Intangible Assets (Job Order) 3. Asset Utilization and Inventory 4. Asset Disposal	Rosemarie Guino Laura Paglinawan	6.1, 6.3, 7.1.1, 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	July 7, 2025 2:00 PM- 4:00 PM	Team I

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
ASD - Cash Section	1. Collections and Deposits 2. Disbursements 3. Preparation of ACIC & SLIAE 4. Control of Accountable Forms 5. Maintenance And closure of Bank Accounts	Rosemarie Guino Russel Resco	6.1, 6.3, 7.1.1, 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, 10.2, 10.3	July 14, 2025 9:00 AM- 11:00 AM	Team A
Admin - General Services Units	1. Security Services 2. Facilities Maintenance 3. Transportation and Service Vehicle Maintenance	Apple Reyes	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.	July 14, 2025 9:00 AM- 11:00 AM	Team B
QWT	Quality Workplace	Rosemarie M. Guino	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	July 14, 2025 9:00 AM- 11:00 AM	
Finance Division	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	Alma Suyom	6.1, 6.3, 7.1.1, 7.5.3, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	July 14, 2025 9:00 AM- 11:00 AM	Team C
Office of the Regional Director - Information Communication and Technology Unit (ICTU)	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 (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	July 14, 2025 9:00 AM- 11:00 AM	Team D
TAT	Training and Advocacy	Harvie D. Villamor	6.1, 7.1.3, 7.1.5.2,	July 14, 2025	Team E

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
HRDD	1. Learning/ Professional Development and Management for Teachers and School Leaders <ol style="list-style-type: none"> Management of Learning/ PD Programs Quality Assurance of Learning/ PD Programs M&E of Learning/ PD Programs Management of Scholarship Programs 2. Human Resource Management and Development <ol style="list-style-type: none"> Employees' Welfare Personnel Performance Management Professional Development/ Learning and Development Recruitment, Selection, Placement, and Induction (Teachers, Master Teachers, School heads, Other Positions, Third Level Positions) Rewards and Recognition 		7.1.6, 7.2, 7.5, 8.1 6.1, 6.3, 7.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	9:00 AM-11:00 AM	
QAD	1. Organization Management: Management of Public-School Applications in Basic Education (Establishment, Conversion, Naming/ Renaming of Schools, Separation of School Annexes) 2. Private Education Regulations and Development <ol style="list-style-type: none"> Grant of Permits to Operate and Recognitions Grant of Special Orders of Private Schools/ Technical Vocational Institutions (TVI) Acknowledgement of Private School (Temporary/ Permanent) Closure Review And Approval of School Fees of Private Schools Review and Development of Policies of Private Schools 3. Quality Assurance-Monitoring and Evaluation (QAME) of Learning/ PD Programs	Cesar P. Verunque	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	July 14, 2025 9:00 AM-11:00 AM	Team F

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	4. Monitoring and Evaluation				
Admin - Records Section	<ol style="list-style-type: none"> 1. Publication of Issuance 2. Handling of Incoming Documents 3. Handling of Outgoing Documents 4. Access, Disclosure, and Issuance of Documents <ol style="list-style-type: none"> a. Certification, authentication, & Verification (CAV) of School Records b. Authentication of Documents 5. Records Disposition 6. Records Inventory 	Ariem Cinco	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.	July 14, 2025 9:00 AM- 11:00 AM	Team G
Admin - Procurement Unit	<ol style="list-style-type: none"> 1. Procurement Planning 2. Competitive Bidding 3. Alternative Methods of Procurement 4. Procurement Management 5. Procurement Monitoring 	Franco Villamor		July 14, 2025 9:00 AM- 11:00 AM	Team H
CLMD	<ol style="list-style-type: none"> 1. Curriculum Management and Standards Development (curriculum Management) 2. Learning Delivery Management and Development (Management/contextualization of Teaching-Learning Delivery System) 3. Learning Resource management and Development (Management of Quality Assurance of Learning Resources/Contextualized Learning Resources) 4. Education Assessment and Research <ol style="list-style-type: none"> a. Management of Assessment Mechanism Contextualization b. Assessment Operation c. Data Analysis and Interpretation d. Development of Education Research Framework, Design, Procedure, and Instruments e. Conduct of Research 	Gertrudes Mabutin	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	July 14, 2025 9:00 AM- 11:00 AM	Team I

Office be Audited (Bureau/ Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<i>f. Utilization of Research Data and Information</i> 5. Unit Performance				
IQAT	Internal Quality Audit	Cesar Verunque	9.2, 10.2	July 14, 2025 11:00 AM – 12:00 PM	QMR
Wash-up Meeting		To be done by every team immediately after the audit.			
Audit Wrap-Up Session		All IQAT Members		June 14, 2025 1:00 PM – 2:30 PM	
One-Time Closing Meeting		All Offices and QMS Teams/REXECOM		June 14, 2025 3:00 PM – 4:00 PM	

Prepared by:  SONNY S. TAYUM Internal Quality Audit Co-Team Leader Date: <u>6-27-2025</u>	Reviewed by:  CESAR P. VERUNQUE Lead Internal Quality Auditor Date: <u>6/27/25</u>
Approved:  RITA R. DIMAKILING Quality Management Representative Date: <u>June 27, 2025</u>	