



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

July 16, 2025

OFFICE MEMORANDUM

HRDD-2025 - 343

1st SURVEILLANCE AUDIT PLAN

To: Director III
Regional Functional Division Chiefs
All Others Concerned

1. Concerning Office Memorandum HRDD-2025-330, attached is the audit plan for the upcoming 1st Surveillance Audit, scheduled for July 22, 2025.
2. For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, through **pprd.region8@deped.gov.ph**.
3. Immediate dissemination of and compliance with this Memorandum are desired.

HRDD-DSS




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

Master Data of Organisation			
Name of Organisation	Department of Education Region VIII – Eastern Visayas		
Name of corporate group (in case of multi site organization only)	NA		
Street	Government Center Candahug, Palo,		
Postcode / Town / Country	Leyte / Philippines		
Contact	DepEd NQMS		
E-Mail	nqmssupport@deped.gov.ph		
Phone	86339343		
System documentation: (Revision / Issue)	Quality Management System (QMS) Manual Rev. 00, eff. Sept. 20, 2021		
Shift operation	no shift operation		
Language	English/Filipino		
Peculiarities	None		
Multi Site Organisation			
Selection of sites to be audited by sampling procedure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> n.a.
An adequate listing of all sites in the scope(s) including all valid and relevant information in each case is part of the audit file	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> n.a.	
Audit profile			
Contract ID (ZE):	N/A		
Standards under contract / Audit type	ISO 9001 : 2015 1 st Surveillance Audit <input type="checkbox"/> Transition audit		
Surveillance mode	Yearly surveillance		
Audit team leader	Richard Bacomo (RB), 90014514		
E-Mail Audit team leader	rbacomo@tuv-nord.com		
Audit team	Amelita Lilibeth Cruz (ALC), 90010428		
Technical expert	N/A		
Trainee	N/A		
Observer	N/A		

Audited Standards		
9001:2015	1st Surveillance Audit	
Certificate ID (TP):	Valid until:	
Scope:	Provision of Quality Basic Education Services	
Industry / Sector (EA, TB, ...) 36		
Non-applicability of chapters: 8.3		
No. of considered persons: 150	No. of sites (incl. HQ): 1	
Lead auditor: Richard Bacomo	Audit ID (ZA): SE930578	

Definition of unit for duration and time		
Applied unit	Days	One audit day covers 8 audit hours
Audit Details		
Sites	Government Center Candahug, Palo, Leyte / Philippines	
Audit date	22.07.2025	
Audit duration	2,00 person Days on site	

Application of methods and tools in remote auditing			
Conducted as a remote audit	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Partly	<input type="checkbox"/> Total
If "Partly": The remote parts shall be made clearly identifiable in the plan table.			
Technologies used for remote audit	<input type="checkbox"/> MS Teams	<input type="checkbox"/> Cisco WebEx	<input type="checkbox"/> Zoom
	<input type="checkbox"/> Other on request of client: In this case, client takes over the responsibility for any required activity in information security.		

1. Audit Day (22.07.2025)						
Nr.	Time ¹⁾	Site / shift / Business unit	Processes (optional entry)	Auditor (Initials)	Contact ²⁾	Focus / Standard Requirement / Chapter / Clause
1	9:00 – 9:30 AM		- Opening Meeting and Site Tour	Audit Team		
2	9:30 – 11:00 AM	Top Management / Management Interview and Internal Audit	<ul style="list-style-type: none"> - Context of the organization (Internal/External, Scope) - Leadership (Commitment/Policy/ Roles/Responsibilities and Authorities) - Planning (Risks& opportunities/ Objectives/Changes) - Resources - Communication - General documented information - Monitoring, measurement, analysis and evaluation (Customer satisfaction/ Analysis&Evaluation) - Internal audit - Management review - Improvement - Follow up of previous finding (if applicable) - Checking of use of logo (if applicable) - Changes of the system 	RB		4.1 – 4.4, 5.1 – 5.3, 6.1 – 6.3, 7.1.1, 7.1.2, 7.1.6, 7.4, 7.5.1, 9.1- 9.3, 10.1 – 10.3
3	9:30 – 11:00 AM	DCC / KMT	<ul style="list-style-type: none"> - General documented information - Creating and Updating - Control - Follow up of previous finding (if applicable) 	ALC		7.5.1, 7.5.2, 7.5.3
4	11:00 – 12:00 NN	HRDD - Learning/Professional Development and Management for Teachers and School Leaders, and Human Resource Management and Development	<ul style="list-style-type: none"> - General documented information - Production and service provision (control/ identification & traceability/ customer & external property/ preservation/ post-delivery activities/ changes control) - Environment for the operation of processes - Follow up of previous finding (if applicable) 	RB		7.5.1, 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.5, 8.5.6, 7.1.4
5	11:00 – 12:00 NN	ASD -Human Resource Management	<ul style="list-style-type: none"> - People - Competence - Awareness - Communication - Follow up of previous finding (if applicable) 	ALC		7.1.2, 7.2, 7.3, 7.4
6	12:00 – 01:00 PM		- Lunch Break			
7	1:00 – 2:00 PM	QAD -Monitoring and Evaluation of Learning/PD Programs -Organization Management -Private Education Regulations and Development -Review and approval of Tuition and Other Fees Increase and Proposed New Fees of Private Schools	<ul style="list-style-type: none"> - General documented information - Operational planning and control - Production and service provision (control/ identification & traceability/ customer & external property/ preservation/ post-delivery activities/ changes control) - Release of products and - services - Control of nonconforming outputs - Environment for the operation of processes - Follow up of previous finding (if applicable) 	RB		7.5.1, 8.1, 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.5, 8.5.6, 8.6, 8.7, 7.1.4

8	2:00 – 3:00 PM	ESSD -Disaster Risk Reduction and Management -External Partnership -Clinic Management -Infrastructure Management -Program Management -Development and Implementation of DepEd Child Protection Programs -Sites Titling and Oversight of DepEd School Sites	- General documented information - Operational planning & control - Requirements for products and services - Follow up of previous finding (if applicable)	RB		7.5.1, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4
9	1:00 – 3:00 PM	CLMD -Curriculum Management -Management / Contextualization of Teaching-Learning Delivery Systems -Management of QA of Learning Resources -Contextualized Learning Resources -Education Assessment and Research	- General documented information - Operational planning and control - Production and service provision (control/ identification & traceability/ customer & external property/ preservation/ post-delivery activities/ changes control) - Release of products and - services - Control of nonconforming outputs - Environment for the operation of processes - Follow up of previous finding (if applicable)	ALC		7.5.1, 8.1, 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.5, 8.5.6, 8.6, 8.7, 7.1.4
10	3:00 – 4:00 PM	ASD -General Services (Building and Facility, Security)	- Infrastructure - Measuring and Monitoring Resources - General documented information - Follow up of previous finding (if applicable)	RB		7.1.3, 7.1.5, 7.5.1
11	3:00 – 4:00 PM	ASD -Automatic Payroll Reduction (APDS) Management	- General documented information - Operational planning & control - Requirements for products and services - Follow up of previous finding (if applicable)	ALC		7.5.1, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4
12	4:00 – 5:00 PM	ICT Management	- Infrastructure - Measuring and Monitoring Resources - General documented information - Follow up of previous finding (if applicable)	RB		7.1.3, 7.1.5, 7.5.1
13	4:00 – 5:00 PM	Public Affairs and Citizen / Client Satisfaction Feedback Management	- General documented information - Communication - Operational planning & control - Requirements for products and services - Customer Satisfaction - Follow up of previous finding (if applicable)	ALC		7.4, 7.5.1, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 9.1.2
14	5:00 – 5:30 PM		- Consolidation and Closing Meeting Preparation	Audit Team		
15	5:30 – 6:00 PM		- Closing Meeting			
16	6:00 PM		- End of Audit			
1) from to; Modifications are possible				2) to be defined by client		

Distribution	
Organisation, audit team, audit documentation,	
Editor	
Date:	08.07.2025
Person in charge:	Ivan Felix Herrera

Objective evidences
<p>Please have the evidences listed below ready for access by the audit team.</p> <p>As required (but at least in initial/recertification or extension audits) copies of these objective evidences shall be provided to the audit team in an appropriate form to be included in the audit file. If necessary, confidential information in these dedicated copies may be blacked.</p> <ul style="list-style-type: none"> ▪ Valid entry in professional or commercial register (or comparable evidence) - if applicable ▪ Organization chart/evidence of organization ▪ Company policy for audited management system(s) ▪ Overview of management system documentation (e.g. table of contents or presentation of the structure of the management system documentation, process map) ▪ Result of management review (e.g. cover sheet or table of contents with date and signature) ▪ Current annual planning of internal audits and evidence of audit report(s) (e.g.: cover sheet with date and signature) ▪ Standard-specific evidence, as applicable (e.g. ISO 14001: extract of environmental permit register; ISO 27001: statement of applicability, ISO 45001: accident statistics; ISO 50001: energy report as cover sheet with date and signature or evidence of continual energy performance improvement)

Explanations:
<p>Audit objectives:</p> <ul style="list-style-type: none"> ▪ determination of the conformity of the management system of the organization with the requirements of the aforementioned standards in order to achieve or maintain certification through an independent and accredited certification body; ▪ determination of the ability of the management system to ensure the organization meets applicable statutory, regulatory and contractual requirements; ▪ determination of the effectiveness of the management system to ensure the organization can reasonably expect to achieve its specified objectives; ▪ identification of areas for potential improvement of the management system. <p>The audit report is drawn up in German or English language and should describe if and how far the requirements of the aforementioned standards are fulfilled.</p> <p>If some requirements of the aforementioned standards are assessed as "not fulfilled" in the audit, it is possible to demonstrate subsequent fulfilment in the form of a review of documents submitted later and/or in the form of a follow up audit at the company premises, depending on the type of nonconformity.</p> <p>Any objections to the planned form of the audit should be discussed and solved between the organisation and the audit team leader before the audit. Any objections to members of the audit team shall be communicated to the certification body.</p> <p>All members of the audit team have declared to the certification body in writing that they will keep confidential all information which becomes known to them during the course of the audit and that no inappropriate conflict of interest exists (see Annex).</p>

Annexes (for certification body only):

- List of participants
- Declaration regarding Independence/Confidentiality/Appointments