



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

November 13, 2025

OFFICE MEMORANDUM

QAD-2025- **568**

**PARTICIPATION TO THE CONDUCT OF CAPACITY BUILDING WORKSHOP
FOR REGIONAL INTERNAL QUALITY AUDITORS**

To: Director III
Functional Division Chiefs
All Others Concerned

1. The identified personnel shall attend the Capacity Building Workshop for Internal Quality Audit (IQA) Teams from the 15 Regional Offices (ROs), which will be held on November 17-20, 2025, at the Oracle Hotel and Residences, Katipunan Avenue, Quezon City.

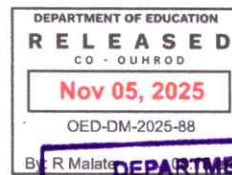
- a. Gerardo L. Adtoon – QAD
- b. Marlou D. Camposano – QAD
- c. Sonny S. Tayum - QAD
- d. Elizabeth E. Caboboy – Administrative Division

2. Immediate dissemination of and strict compliance with this Memorandum are highly desired.

RONALO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

QAD-SST





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2025-

TO : **Regional Directors**
DepEd Region I, II, III, IV-B, V, VI, VII, VIII, IX, X, XI, XII, CARAGA, CAR, NCR

FROM : **WILFREDO E. CABRAL**
E-signed by Wilfredo Cabral 11/04/25, 5:35:44 AM
Undersecretary
Human Resource and Organizational Development

SUBJECT : **CONDUCT OF CAPACITY BUILDING FOR REGIONAL INTERNAL QUALITY AUDITORS**

DATE : November 4, 2025



In April 2024, DepEd Regional Offices (ROs), specifically Regions I, II, III, IV-B, V, VI, VII, VIII, IX, X, XI, XII, CARAGA, CAR, and NCR, were awarded ISO 9001:2015 Certification after being audited and recommended as compliant with the requirements of the said Quality Standards. Once certified, these offices shall maintain their ISO 9001:2015 certification within its three (3)-year audit cycle, with surveillance audits conducted annually.

To sufficiently determine whether DepEd is re-certifiable to ISO 9001:2015 — and as a major requirement of the ISO 9001:2015 Standards — an internal quality audit for Regional Offices shall be conducted before the next external audit in FY 2026.

Consistent with the Department's goal in ensuring continuous improvement in its Quality Management System (QMS) and to provide technical assistance to the Regional Offices (ROs), the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED) will conduct a **Capacity Building Workshop for Internal Quality Audit (IQA) Teams** for the fifteen (15) ROs on **November 17-20, 2025** within National Capitol Region. A separate advisory shall be released once the venue has been finalized.

This capacity building activity is part of the preparation for the Inter-Region Audit tentative scheduled this November and December 2025. Specifically, the activity aims to:

- Review and reinforce knowledge of ISO 9001:2015 clauses and ISO 19011:2018 Standards;

- b. Equip IQA team members with practical skills through workshops on audit approaches, strategies, and norms; and
- c. Conduct internal audit simulations to provide hands-on experience in preparation for the inter-region audit.

In view of the above, Regional Directors of the 15 regions are hereby directed to authorize the participation of their respective Internal Auditors to the said capacity building activity.

For reference, attached to this memorandum are the following:

- **Annex A:** List of Participants, and
- **Annex B:** Program Design.

For attendance confirmation, all participants are required to complete their registration **at least three (3) days prior the activity** through the link provided below: <https://tinyurl.com/IQATraining-RegistrationForm>.

Board and lodging of all participants as well as the travel expenses of the Program Management Team and Secretariat shall be charged against AC-25-BHROD-OED-GASS-2-006; while the travel expenses of the Regional IQA participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. For meal and lodging arrangements, please refer to the table below:

DAY	LODGING	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
Nov. 17 (Day 1)	✓	X	X	✓	✓	✓
Nov. 18 (Day 2)	✓	✓	✓	✓	✓	✓
Nov. 19 (Day 3)	✓	✓	✓	✓	✓	✓
Nov. 20 (Day 4)	X	✓	✓	✓	X	X

Please note that the travel expenses of Regional IQAs shall be downloaded to their respective Regional Offices.

Participants may check in on November 17, 2025 at 2:00 PM and are requested to check out not later than 12:00 NN on November 20, 2025.

For questions or concerns, please contact Ms. Dorothy Aireen B. Lipit or Mr. Ervin Joseph B. Ocampo of the BHROD-OED through email at nqmssupport@deped.gov.ph or call (02) 8633-5375.

For information and guidance.

Annex A: List of Participants

INTERNAL QUALITY AUDIT WORKSHOP FOR THE FIFTEEN (15) REGIONAL OFFICES (November 17-20, 2025)

Governance Level	Office	No. of Attendees per Region
Regional Office	Region I – Ilocos Region	4
	Region II – Cagayan Valley	4
	Region III – Central Luzon	4
	Region IV-B MIMAROPA	4
	Region V – Bicol Region	4
	Region VI – Western Visayas	4
	Region VII – Central Visayas	4
	Region VIII – Eastern Visayas	4
	Region IX – Zamboanga Peninsula	4
	Region X – Northern Mindanao	4
	Region XI – Davao Region	4
	Region XII – SOCCKSARGEN	4
	Region XIII – CARAGA	4
	National Capital Region	4
	Cordillera Administrative Region (CAR)	4

Annex B: Indicative Program

PROGRAM DESIGN:
Internal Quality Audit Workshop

Time	November 17 (Monday)	November 18 (Tuesday)	November 19 (Wednesday)	November 20 (Thursday)
8:30 – 9:00 A.M.	Arrival of Participants	Management of Learning Session 2: Review of previous audit findings	Management of Learning Session 4: Audit Planning	Management of Learning Session 5: Closing Out of NCs in Inter-Region IQA
9:00 – 10:30 A.M.		HEALTH BREAK		
10:30 – 10:45 A.M.		Review of previous audit findings (cont.)	Session 4: Audit Simulations (cont.)	Ways Forward for IQA Closing Program
10:45 – 12:00 P.M.		LUNCH		
12:00 – 1:00 P.M.		Opening Program	Review of previous audit findings (cont.)	Session 4: Audit Simulations (cont.)
1:00 – 3:00 P.M.	Session 1: Review of the Auditing Process (ISO 19011:2018) ISO 9001 AMD 1: 2024	HEALTH BREAK		
3:00 – 3:15 P.M.		Session 3: Handling Difficult Situations	Session 4: Audit Simulations (cont.)	
3:15 – 5:00 P.M.				
6:00 P.M.	DINNER			