



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

March 12, 2026

OFFICE MEMORANDUM

QAD-2026- **130**

2026 REGIONAL OFFICE INTERNAL QUALITY AUDIT PROGRAM

To: Assistant Regional Director
Functional Division Chiefs
Regional Office Unit and Section Heads
Regional QMS Teams

1. To ensure continual improvement in the operationalization of the National Quality Management System (NQMS) and maintain conformance with ISO 9001:2015, ISO 19011:2018, and internal office standards, this Office announces the approved **2026 Internal Quality Audit (IQA) Program (Annex A)**. The corresponding implementation schedule will be disseminated through a separate memorandum. Additionally, special audit schedules may be established based on the results of ongoing process reviews.
2. All Regional Office Division Chiefs, Section Heads, and Unit Heads are directed to incorporate these IQA activities into their respective **2026 Office Calendars** to ensure seamless implementation and avoid scheduling conflicts. Process owners must remain available during the specified dates to facilitate a smooth and efficient audit process.
3. Immediate dissemination of and compliance with this memorandum are desired.

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

QAD-SST





Republic of the Philippines

Department of Education

REGION VIII – EASTERN VISAYAS

2026 AUDIT PROGRAM

AUDITEE NAME & ADDRESS	Department of Education – Regional Office VIII Government Center, Candahug, Palo, Leyte
AUDIT OBJECTIVES	<ol style="list-style-type: none"> 1. Assess the Conformity to the Established QMS. 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement. 4. Assess and enhance the competence of the Internal Quality Audit Team (IQAT). 5. To provide technical assistance and standardize IQA processes across SDOs to ensure regional QMS consistency.
AUDIT SCOPE	Management, Provision of Basic Education Service and Support Processes, Regional IQAT Competency Building and Technical Assistance for SDO IQA Process Setup.
AUDIT CRITERIA	ISO 19011:2018 (Guidelines for Auditing), ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements, PAWIM
AUDIT METHODS	Internal Audit : <i>Face-to-Face/Onsite Audit (Document review, Interviews, Observation, and Sampling)</i> IQAT Building: <i>Reorientation, Workshops, Formal Training</i> SDO Orientations: <i>Focus Group Discussions (FGD), Technical Assistance (TA)/Orientation sessions, and Process Mapping simulations</i>
RESOURCE REQUIREMENTS	<ol style="list-style-type: none"> 1. IQA Team Members 2. Functional division process owners (auditee) 3. Conference room and presentation equipment, as necessary, for entry and exit conference 4. Planning documents, operations manual and other relevant references 5. IQA document Templates 6. Meals and snacks of IQA Team members 7. Travel funds and instructional materials for SDO IQA orientations 8. Resource Speakers Honoraria



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AUDIT SCHEDULE

2026 Audit Month

Office	Declared Processes	2026 Audit Month													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
QAD	IQA Planning			X											
IQAT	Capability Enhancement: Refresher Training on ISO 9001:2015														
Divisions of Leyte and Tacloban City	IQA Process Orientation & Setup Facilitation														
	Technical Assistance on IQA Documentation														
IQAT	Pre-Audit Planning				X										
RO Offices	RO Internal Quality Audit (IQA)														
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															
6. Procurement Management															
a. Competitive Bidding					X										
b. Alternative Methods of Procurement					X										
7. Procurement Monitoring					X										
Cash Section															
8. Collections and Deposits					X										
9. Disbursements					X										

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Office	Declared Processes	2026 Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
	10. Preparation of ACIC & SLIIAE				X											
	11. Control of Accountable Forms				X											
	12. Maintenance And closure of Bank Accounts				X											
	Personnel Section															
	13. Recruitment, Selection, and Placement				X											
	14. Request for Transfer from One Station to Another				X											
	15. Application for Equivalent Record Form				X											
	16. Reclassification through Plantilla Allocation List (PAL) with Approved Equivalent Records Form				X											
	17. Reclassification for School Head and Master Teacher Positions				X											
	18. NOSCA for Newly Created Positions				X											
	19. Leave Management (Travel abroad, Leave of Absence, and Study Leave)				X											
	20. Compensation and Benefits				X											
	21. Personnel Records Management				X											
	22. Personnel Inventory				X											
	23. Automatic Payroll Deduction system (APDS) Management				X											

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NEW NORMAL
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2021

AUDIT SCHEDULE

2026 Audit Month

Office	Declared Processes	2026 Audit Month													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Records Section	24. Personnel Performance Management				X										
	25. Employee Relation				X										
	26. Publication of Issuance				X										
	27. Handling of Incoming Documents				X										
	28. Handling of Outgoing Documents				X										
General Services Units	29. Access, Disclosure, and Issuance of Documents				X										
	30. Records Disposition				X										
	31. Records Inventory				X										
Vehicle Maintenance	32. Security Services				X										
	33. Facilities Maintenance				X										
	34. Transportation and Service				X										
	Vehicle Maintenance				X										
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										



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	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									
Education Support Services Division (ESSD)	e. Conduct of Research				X									
	f. Utilization of Research Data and Information				X									
	5. Unit Performance				X									
	1. Disaster Risk Reduction and Management				X									
	2. External Partnership Management				X									
	3. Learner Formation				X									
4. Infrastructure Management				X										

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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Finance Division	5. General Service Management (Clinic Management)				X											
	6. Learner Support Management				X											
	7. Sites Titling and Oversight of DepEd School Sites				X											
	8. Learner Rights and Protection				X											
	9. Legal Management				X											
	1. Budget Preparation and Approval				X											
	2. Budget Processing and Execution				X											
	a. ORS and BUR Processing (Non-Procurement Related)				X											
	b. ORS and BUR Processing (Procurement Related)				X											
c. NORSA/NBURSA Processing				X												
d. Sub-ARO Processing				X												
e. Terminal Leave Benefits Processing				X												
3. Purchase Request Processing				X												
4. Purchase Order Processing				X												
5. Pre-Audit and Disbursement																
a. DV and LDDAP-ADA Processing (Non-Procurement Related)				X												

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	b. DV and LDDAP-ADA Processing (Procurement Related)				X														
	c. NTA Processing				X														
	6. Financial Accountability and Reporting				X														
	a. FARS I, I-A, I-B Processing Regional Office Proper				X														
	b. FARS I, I-A, I-B Consolidation Process				X														
	c. FARS 2 and 2-A Processing				X														
	d. FAR No. 3 Processing				X														
	e. FAR No 4 Processing				X														
	f. FAR No. 5 Processing				X														
	7. Monitoring and Recording of Financial Transactions (Financial Statement Preparation)				X														
	8. Monitoring and Reporting of Budget Utilization Status				X														
<i>Field Technical Assistance Division (FTAD)</i>																			
	1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation)				X														

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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Human Resource Development Division (HRDD)	2. Project Management				X											
	3. Knowledge Management				X											
	1. Learning/Professional Development and Management for Teachers and School Leaders				X											
	a. Management of Learning/PD Programs				X											
	b. Quality Assurance of Learning/PD Programs				X											
	c. M&E of Learning/PD Programs				X											
	d. 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											

Policy, Planning, and Research Division (PPRD)



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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Office of the Regional Director (ORD)	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												
	9. Financial Management				X												
Legal Unit	1. Policy Implementation				X												
	2. External Linkage																
	3. Management Meetings				X												
	4. Office and Staff Performance Monitoring and Appraisal				X												
	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												

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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
	11. Assistance to the Office of the Solicitor General (OSG)				X											
	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)															
	16. Communication Planning, Management, Monitoring				X											
	17. Evaluation Information Management and Dissemination				X											
	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)															
	22. Design and Development of ICT Solutions				X											

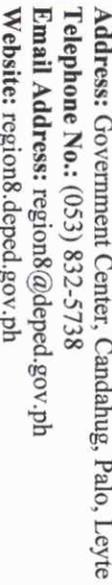
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	23. Management of ICT Solution (Accounts Administration)				X													
	24. Management of ICT Solution (Website Content Uploading)				X													
	25. Management of Technology Infrastructure (Local Area Network Administration)				X													
	26. Management of Technology Infrastructure (DepEd Computerization Program Support)				X													
	27. User Support/Help Desk				X													
	<i>Quality Assurance Division (QAD)</i>																	
	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													



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Internal Quality Audit Team (IQAT)	c. Acknowledgement of Private School (Temporary/Permanent) Closure				X											
	d. Review And Approval of School Fees of Private Schools				X											
	e. Review and Development of Policies of Private Schools				X											
	3. Quality Assurance-Monitoring and Evaluation (QAME) of Learning/PD Programs				X											
	4. Monitoring and Evaluation Management Review				X											
Top Management	Internal Quality Audit				X											
Knowledge Management Team (KMT)	Documented Information Management				X											
	Risk Management				X											
Training and Advocacy Team (TAT)	Training and Advocacy Management				X											
	Workplace Management				X											
IQAT	Wash-up Meeting															

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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
IQAT	Final Audit Report Preparation & Issuance				X									
	Post-Audit Conference				X									
IQAT/MR	2026 Internal Audit Report Presentation				X									
IQAT and FD Representatives	Root Cause Analysis (RCA) Review				X									
IQAT	RFA/Verification of Corrective Actions					X								
RO Offices	Inter-Region Internal Quality Audit					X								
R8 Inter-Region IQA Team						X								

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Adjusted Composition of IQA Sub-Teams:

Team Assignment	Names	Team Designation
Team A	Ryan R. Tiu	Team Leader
	Melvin Chito M. Solis	Member
	Adara Lourdes S. Luaton	Member
Team B	Gerardo L. Adtoon	Team Leader
	Fe M. Gerona	Member
Team C	Sonny S. Tayum,	Team Leader
	Reynaldo E. Nayre	Member
Team D	Marlou D. Camposano	Team Leader
	Gladys J. Fabillo	Member
Team E	Jimmy G. Gula	Team Leader
	Ariem V. Cinco	Member

Team Assignment	Names	Team Designation
Team F	Rachel R. Cuevas	Team Leader
	Nova P. Jorge	Member
	Hannah Rose M. Cuaderno	Member
Team G	Geraldine M. Mangaliman	Team Leader
	Jennylynd D. Daya	Member
	Marilyn G. Trinidad	Member
Team H	Elizabeth E. Caboboy	Team Leader
	Ronafe A. Dolo	Member
	May Ann B. Ladrera	Member
Team I	Gary Jay N. Calipayayan	Team Leader
	Glendale B. Lamiseria	Member
Team J	Dandy G. Acuin	Member
	Russel L. Resco	Team Leader
	Rowena T. Vacal	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.

Prepared by:

RYAN R. TIU, EDD
 QAD Chief/Lead Internal Quality Auditor
 Date: 3/14/2020

Approved by:

RITA R. DIMAKILING, PhD.
 Quality Management Representative
 Date: March 12, 2020



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