



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

March 26, 2026

OFFICE MEMORANDUM
 HRDD-2026 - **150**

**REVISED AUDIT PROGRAM FOR INTERNAL QUALITY AUDIT OF
 REGIONAL OFFICES FOR FY 2025 AND ISSUANCE OF
 AUDIT PROGRAM FOR FY 2026**

To: Director III
 Regional Functional Division Chiefs
 Unit and Section Heads
 All Others Concerned

- Attached is Memorandum DM-OUHRODI-2026-0867 from Undersecretary Wilfredo E. Cabral of the Human Resource and Organizational Development and Infrastructure, containing the Revised Audit Program for Internal Quality Audit of Regional Offices for FY 2025 and Audit Program for FY 2026.
- The following are the schedules of the Inter-Region and 2nd Surveillance Audits:

Activity	Date
Inter-Region Internal Quality Audit for FY 2025	June 22-26, 2026
2 nd Surveillance Audit for Regional Offices	August 2026
Inter-Region Internal Quality Audit for FY 2026	October 2026

- In connection with the above-mentioned activities, all Functional Divisions and QMS Teams are directed to ensure full compliance with the harmonization of documentary requirements to maintain the certified management system and fulfill the requirements of the upcoming audits.
- For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, through **pprd.region8@deped.gov.ph**.
- Immediate dissemination of and compliance with this Memorandum are desired.

gm:
SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 DEPARTMENT OF
 REGIONAL DIRECTOR



HRDD-DSS





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHRODI-2026-0867

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
Undersecretary
Human Resource and Organizational Development, and Infrastructure

SUBJECT : **REVISED AUDIT PROGRAM FOR INTERNAL QUALITY AUDIT OF REGIONAL OFFICES FOR FY 2025 AND ISSUANCE OF AUDIT PROGRAM FOR FY 2026**

DATE : 23 March 2026

DepEd Order (DO) No. 09, s. 2021, titled *Institutionalization of a Quality Management System in the Department of Education (DepEd)*, aims to integrate DepEd's internal systems and processes, upgrade personnel capacity, ensure consistency in the delivery of quality services, and foster continuous improvement to enhance and sustain client satisfaction.

As part of our commitment to improving DepEd's Quality Management System (QMS), an internal quality audit (IQA) shall be conducted at planned intervals to evaluate the effectiveness of the established QMS and determine whether DepEd offices or schools conform to their requirements for QMS, including customer satisfaction, legal, and statutory requirements, and ISO 9001:2015 standards.

1. FY 2025 IQA

Based on the previously issued Audit Program for the National Quality Management System (NQMS) Pilot Offices for FY 2025, the internal quality audit was originally scheduled for July 2025. However, due to simultaneous activities, prioritization of critically important programs, and delays in the release of financial resources, the audit has been rescheduled to a later date. In line with this adjustment, we are transmitting the revised Audit Program for FY 2025 (*see Annex A*) in preparation for the conduct of the 2nd Surveillance Audit for Regional Offices (RO) in August 2026.

Pending the review and finalization of the QMS Manual and the Procedures and Work Instructions Manual (PAWIM), we shall continue to adopt an inter-region IQA. Please note that the target schedule for the inter-region internal quality audit will be **June 22-26 and June 29 – July 3, 2026**. The audit schedule is as follows:

	Auditee	Auditor
June 22-26, 2026	Region II	CAR
	NCR	Region III
	Region VI	Region IV-B
	Caraga	Region XII
	Region X	Region IX
	Region VIII	Region XI
	June 29 – July 3, 2026	Region I
Region VII		Region X
Region IX		Caraga
Region V		Region VIII
Region XI		Region VI
CAR		Region I
Region III		NCR
Region IV-B		Region V
Region XII		Region VII

The Audit Itinerary per RO and other details will be disseminated in a later issuance. All concerned offices are requested to undertake the necessary preparations, particularly in ensuring updates and improvements, if any, of their QMS documents to avoid nonconformity.

2. FY 2026 IQA

The Audit Program for the inter-region IQA for FY 2026 is likewise herein transmitted (*see Annex B*). To align and improve the annual audit cycle, the inter-region IQA will be scheduled in October 2026, in preparation for the External Audit for FY 2027. This approach will help ensure that our audit process remains consistent and provides ample time to implement corrective actions.

For further questions and clarifications, please contact Ms. Dorothy Aireen B. Lipit of the NQMS Secretariat through phone number at (02) 8633-5375 or email at nqmssupport@deped.gov.ph.

For information and guidance.

Copy Furnished:
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 Department of Education
osec@deped.gov.ph



Republic of the Philippines
Department of Education

AUDIT PROGRAM 2025: NQMS Regional Offices

<p>DepEd Regional Office I Ilocos Region, Flores St., Catbangen, San Fernando City, La Union DepEd Regional Office II Cagayan Valley, Carig Sur, Tuguegarao City, Cagayan DepEd Regional Office III Central Luzon, Maimpis City of San Fernando, Pampanga DepEd Regional Office IV-B MIMAROPA, Meralco Ave. corner St. Paul Road, Pasig City DepEd Regional Office V Bicol Region, Regional Site, Rawis, Legazpi City DepEd Regional Office VI Western Visayas, Duran St., Iloilo City DepEd Regional Office VII Central Visayas, Sudlon, Lahug, Cebu City DepEd Regional Office VIII Eastern Visayas, Government Center, Candahug, Palo, Leyte DepEd Regional Office IX Zamboanga Peninsula, Pres. Corazon C. Aquino, Regional Government Center, Brgy. Balintawak, Pagadian City DepEd Regional Office X Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City DepEd Regional Office XI Davao Region, F. Torres St., Davao City DepEd Regional Office XII SOCCKSARGEN, Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato DepEd Regional Office XIII CARAGA, J.P. Rosales Avenue, Butuan City DepEd Regional Office Cordillera Autonomous Region (CAR), Wangal, La Trinidad, Benguet DepEd Regional Office National Capital Region (NCR), 6 Misamis St., Bago Bantay, Quezon City</p>	<p>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 Opportunities for Improvement.</p>
<p>AUDIT OBJECTIVES</p>	<p>Provision of Basic Education Services covering management, core, support, and outsourced processes</p>
<p>AUDIT SCOPE</p>	<p>ISO 9001:2015, Legal requirements, QMS Manual, Basic Education Development Plan, and other organizational requirements and customer requirements</p>
<p>AUDIT CRITERIA</p>	<p>Interview, Review, and Observation</p>
<p>AUDIT METHODS</p>	<p>1. Conference room, audio-visual equipment, transportation 2. Planning documents, operations manual and other relevant references</p>

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	1 of 11



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Office	Declared Processes	Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
RD/ARD	Plan Formulation 1. Strategic Planning 2. Medium Term Planning 3. Operational Planning						x									
RD/ARD	Policy Development 1. Policy Implementation 2. Policy Review						x									
RD/ARD	Performance Monitoring & Evaluation 1. Management Meetings 2. Program/Project Implementation Review 3. Office and Staff Performance Monitoring and Appraisal										x					
CLMD	Curriculum Management and Standards Development 1. Curriculum Standards Development 2. Curriculum Management										x					
CLMD	Learning Delivery Management and Development 1. Management / Contextualization of Teaching-Learning Delivery Systems															x

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	2 of 11



Republic of the Philippines
Department of Education

Office	Declared Processes	Audit Month													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
CLMD	Learning Resource Management and Development 1. Management of Quality Assurance of Learning Resources / Contextualized Learning Resources						x								
CLMD	Education Assessment and Research 1. Management of Assessment Mechanism Contextualization 2. Assessment Operation 3. Data Analysis and Interpretation 4. Development of Education Research Framework, Design, Procedures, and Instruments 5. Conduct of Research 6. Utilization of Research Data and Information														
HRDD	Learning / Professional Development and Management for Teachers and School Leaders 1. Design and Development of L&D / PD Standards and programs/courses 2. Management of L&D / PD Programs														

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AUDIT SCHEDULE

Office	Declared Processes	Audit Month															
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
ESSD	5. Monitoring and Evaluation of Comprehensive School Safety (CSS)																
	6. Partnership for Strengthening Resilience																
	7. Resilience Education																
ESSD	External Partnership Management																
	1. Commemorative and other related events management																
Cash Section Administrative Division	2. Partnership Development and Management																
	Financial Management																
	1. Collection and Deposits																
	2. Disbursement																
	3. Maintenance and Closure of Bank Accounts																
APDS Task Force Personnel Section Accounting	4. Control of Accountable Forms																
	5. Preparation of ACIC/SLIAE																
Accounting	1. Automatic Payroll Deduction System (APDS) Management																
	1. Provident Fund Management																
	2. Pre-audit and Disbursement																

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	5 of 11



Republic of the Philippines
Department of Education

Office	Declared Processes	Audit Month												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Budget Section PPRD	<ul style="list-style-type: none"> 3. Monitoring and Recording of Financial Transaction 4. Financial Accountability and Recording 5. Systems Improvement and Administrative Services (EFRs), Budget Monitoring (BMS), and Online Cash-In Bank Register 													
Admin / General Services Unit (GSU)	<ul style="list-style-type: none"> 1. Budget Preparation and Approval 2. Budget Processing and Approval 3. Budget Accountability Reporting 									X				
ESSD	<ul style="list-style-type: none"> General Services Management 1. Facilities Maintenance 2. Housekeeping and Ground Maintenance 3. Security Services 4. Transportation Service and Vehicle Maintenance 5. Clinic Management 									X				
HRDD	<ul style="list-style-type: none"> Human Resource Management and Development 1. Employee's Welfare 2. Professional Development 3. Rewards and Recognition 									X				

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Doc. Ref. Code	PAWIMI-F-007	Rev	00
Effectivity	09.20.21	Page	6 of 11



Republic of the Philippines
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Office	Declared Processes	AUDIT SCHEDULE											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HRDD and Personnel Section	4. Gender and Development Program Human Resource Management and Development 1. Compensation and Benefits 2. Personnel Performance Management 3. Recruitment, Selection, Placement, and Induction						X						
Personnel Section	Human Resource Management and Development 1. Employee Relations 2. Leave Management 3. Personnel Inventory 4. Personnel Records Management						X						
ICT Unit	ICT Management 1. Design and Development of ICT Solutions 2. Management of ICT Solutions 3. Management of Technology Infrastructure 4. User Support / Help Desk							X					
ESSD	Infrastructure Management 1. Evaluation / Assessment of Construction, Repair,									X			

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	7 of 11



Republic of the Philippines
Department of Education

AUDIT SCHEDULE

Office	Declared Processes	Audit Month												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
ESSD	Rehabilitation, and Maintenance of Education Facilities 2. Inspection / Validation of Accomplishment of BEFF projects 3. Management of construction, repair, rehabilitation, and maintenance of education facilities													
	Learner Support Management 1. Program Management a. School Sports b. School Health c. Youth Formation						x							
	Legal Management 1. Assistance to the Office of the Solicitor General in pending cases involving DepEd 2. Evaluation, Investigation, Review, and/or Resolution of Complaints/ Cases of DepEd Officials, Teaching, and Non-Teaching Personnel 3. Legal Review of proposed DepEd policies/issuances, agreements, and other legal documents											x		

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Office	Declared Processes	AUDIT SCHEDULE											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Legal and ESSD	Legal Management 1. Development and Implementation of DepEd Child Protection Programs 2. Sites Titling and oversight of DepEd school sites						x						
FTAD QAD	Organizational Development 1. Organizational Management Private Education Regulations and Development 1. Review and Development Policies 2. Grant of Permits to Operate and Recognitions 3. Grant of Special Orders (SO) of Private Schools/Technical Vocational Institutions (TVI)/ Non-DepEd Public Schools 4. Acknowledgement of Private School Voluntary (Temporary / Permanent) Private Closure 5. Review and Approval of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools						x						
QAD													

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	9 of 11



Republic of the Philippines
Department of Education

AUDIT SCHEDULE

Office	Declared Processes	Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
ORD	Procurement Management 1. Bidding Processes 2. Contract Monitoring 3. Procurement Planning						x									
FTAD	Project Management 1. Coordination and Linkages 2. Project Implementation Management						x									
PAU	Public Affairs Management 1. Communication Planning, Management, Monitoring & Evaluation 2. Information Management and Dissemination 3. Materials Production 4. Media Relations 5. Public Relations and Assistance										x					
Records Management	Public Affairs Management 1. Publication of Issuances Records Management 1. Access, disclosure, and issuance of documents 2. Handling of Incoming Documents 3. Handling of Outgoing Documents															x

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	10 of 11



Republic of the Philippines
Department of Education

AUDIT SCHEDULE

Office	Declared Processes	Audit Month													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
PPRD	4. Records Disposition 5. Records Inventory														
	Research Management 1. Call for Proposal and Proposal Evaluation 2. Implementation and Monitoring 3. Dissemination of research results 4. Archiving														
RO QMS Teams	1. Risk Management 2. Training and Advocacy 3. Knowledge Management 4. Quality Workplace														
	5. Internal Quality Audit														

Prepared by:


DOROTHY AIREEN B. LIPIT
 Lead Internal Quality Auditor

Date: 23 March 2026

Approved by:


WILFREDO E. CABRAL
 Quality Management Representative

Date:



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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	11 of 11



Republic of the Philippines
Department of Education

AUDIT PROGRAM 2026: NQMS Regional Offices

AUDITEE NAME & ADDRESS	<p>DepEd Regional Office I Ilocos Region, Flores St., Catbangan, San Fernando City, La Union DepEd Regional Office II Cagayan Valley, Carig Sur, Tuguegarao City, Cagayan DepEd Regional Office III Central Luzon, Maimpis City of San Fernando, Pampanga DepEd Regional Office IV-B MIMAROPA, Meralco Ave. corner St. Paul Road, Pasig City DepEd Regional Office V Bicol Region, Regional Site, Rawis, Legazpi City DepEd Regional Office VI Western Visayas, Duran St., Iloilo City DepEd Regional Office VII Central Visayas, Sudlon, Lahug, Cebu City DepEd Regional Office VIII Eastern Visayas, Government Center, Candahug, Palo, Leyte DepEd Regional Office IX Zamboanga Peninsula, Pres. Corazon C. Aquino, Regional Government Center, Brgy. Balintawak, Pagadian City DepEd Regional Office X Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City DepEd Regional Office XI Davao Region, F. Torres St., Davao City DepEd Regional Office XII SOCCSKSARGEN, Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato DepEd Regional Office XIII CARAGA, J.P. Rosales Avenue, Butuan City DepEd Regional Office Cordillera Autonomous Region (CAR), Wangal, La Trinidad, Benguet DepEd Regional Office National Capital Region (NCR), 6 Misamis St., Bago Bantay, Quezon City</p>
AUDIT OBJECTIVES	<ol style="list-style-type: none"> 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 Opportunities for Improvement.
AUDIT SCOPE	Provision of Basic Education Services covering management, core, support, and outsourced processes
AUDIT CRITERIA	ISO 9001:2015, Legal requirements, QMS Manual, Basic Education Development Plan, and other organizational requirements and customer requirements
AUDIT METHODS	Interview, Review, and Observation
RESOURCE REQUIREMENTS:	<ol style="list-style-type: none"> 1. Conference room, audio-visual equipment, transportation 2. Planning documents, operations manual and other relevant references

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REGIONAL OFFICES

Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09:20:21	Page	1 of 11



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Office	Declared Processes	AUDIT SCHEDULE														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
RD/ARD	Plan Formulation 1. Strategic Planning 2. Medium Term Planning 3. Operational Planning												x			
RD/ARD	Policy Development 1. Policy Implementation 2. Policy Review															x
RD/ARD	Performance Monitoring & Evaluation 1. Management Meetings 2. Program/Project Implementation Review 3. Office and Staff Performance Monitoring and Appraisal															x
CLMD	Curriculum Management and Standards Development 1. Curriculum Standards Development 2. Curriculum Management															x
CLMD	Learning Delivery Management and Development 1. Management / Contextualization of Teaching-Learning Delivery Systems															x

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Doc. Ref Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	2 of 11



Republic of the Philippines
Department of Education

AUDIT SCHEDULE

Office	Declared Processes	Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Asset Management Section	3. Quality Assurance of L&D/ PD Programs															
	4. M&E of Learning/PD Programs															
	5. Management of Scholarship Programs															
PPRD	Asset Management															
	1. Acquisition of tangible and intangible assets															
	2. Asset Disposition															
ESSD	3. Asset Utilization and Inventory															
	Data Information Management															
	1. Data Dissemination															
ESSD	2. Data Management															
	3. Management of Information System															
	Disaster Risk Reduction and Management															
ESSD	1. Contingency Planning, Formulation, and Enhancement															
	2. DRRM Information System and Research															
	3. IEC and Advocacy for Resilience															
	4. Learning Continuity and Resilience Interventions															

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AUDIT SCHEDULE

Office	Declared Processes	Audit Month															
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
ESSD	5. Monitoring and Evaluation of Comprehensive School Safety (CSS)																
	6. Partnership for Strengthening Resilience																
	7. Resilience Education																
ESSD	External Partnership Management																
	1. Commemorative and other related events management																x
ESSD	2. Partnership Development and Management																x
	Financial Management																
Cash Section Administrative Division	1. Collection and Deposits																
	2. Disbursement																
	3. Maintenance and Closure of Bank Accounts																x
	4. Control of Accountable Forms																
	5. Preparation of ACIC/SLIAE																
APDS Task Force Personnel Section Accounting	1. Automatic Payroll Deduction System (APDS) Management																x
	1. Provident Fund Management																
Accounting	2. Pre-audit and Disbursement																x

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	5 of 11



Republic of the Philippines
Department of Education

Office	Declared Processes	AUDIT SCHEDULE											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Budget Section PPRD	<ul style="list-style-type: none"> 3. Monitoring and Recording of Financial Transaction 4. Financial Accountability and Recording 5. Systems Improvement and Administrative Services (EFRs), Budget Monitoring (BMS), and Online Cash-In Bank Register 												
Admin / General Services Unit (GSU)	<ul style="list-style-type: none"> 1. Budget Preparation and Approval 2. Budget Processing and Approval 3. Budget Accountability Reporting 												x
ESSD	General Services Management <ul style="list-style-type: none"> 1. Facilities Maintenance 2. Housekeeping and Ground Maintenance 3. Security Services 4. Transportation Service and Vehicle Maintenance 5. Clinic Management 												x
HRDD	Human Resource Management and Development <ul style="list-style-type: none"> 1. Employee's Welfare 2. Professional Development 3. Rewards and Recognition 												x

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Office	Declared Processes	AUDIT SCHEDULE													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Legal and ESSD	Legal Management 1. Development and Implementation of DepEd Child Protection Programs 2. Sites Titling and oversight of DepEd school sites												x		
FTAD QAD	Organizational Development 1. Organizational Management and Private Education Regulations and Development 2. Review and Development Policies 3. Grant of Permits to Operate and Recognitions 4. Grant of Special Orders (SO) of Private Schools/Technical Vocational Institutions (TVI)/ Non-DepEd Public Schools 5. Acknowledgement of Private School Voluntary (Temporary / Permanent) Private Closure 6. Review and Approval of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools													x	
QAD															x

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	9 of 11



Republic of the Philippines
Department of Education

Office	Declared Processes	AUDIT SCHEDULE																
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
ORD	Procurement Management 1. Bidding Processes 2. Contract Monitoring 3. Procurement Planning													x				
FTAD	Project Management 1. Coordination and Linkages 2. Project Implementation Management																x	
PAU	Public Affairs Management 1. Communication Planning, Management, Monitoring & Evaluation 2. Information Management and Dissemination 3. Materials Production 4. Media Relations 5. Public Relations and Assistance																	x
Records Management	Public Affairs Management 1. Publication of Issuances Records Management 1. Access, disclosure, and issuance of documents 2. Handling of Incoming Documents 3. Handling of Outgoing Documents																	x



Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	10 of 11

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AUDIT SCHEDULE

Office	Declared Processes	Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
PPRD	4. Records Disposition															
	5. Records Inventory															
	Research Management															
	1. Call for Proposal and Proposal Evaluation															
RO QMS Teams	2. Implementation and Monitoring															
	3. Dissemination of research results															
	4. Archiving															
	1. Risk Management															
	2. Training and Advocacy															
RO QMS Teams	3. Knowledge Management															
	4. Quality Workplace															
	5. Internal Quality Audit															

Prepared by:

[Signature]
DOROTHY-AIREEN B. LIPIT
 Lead Internal Quality Auditor

Date: 15 March 2026

Approved by:

[Signature]
WILFREDO E. CABRAL
 Quality Management Representative

Date:

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	11 of 11

