



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

April 6, 2026

OFFICE MEMORANDUM

QAD-2026- **158**

**RESETTING OF THE 2026 OFFICE INTERNAL QUALITY AUDIT (IQA) AND
DISSEMINATION OF REVISED AUDIT PROGRAM AND ITINERARY**

To: All Internal Quality Audit Team (IQAT) Members
Functional Division Chiefs
All Others Concerned

1. To ensure the full participation of the audit team and process owners, and maintain the integrity and thoroughness of our Quality Management System (QMS) implementation, all Office Internal Quality Audit (IQA) activities originally set for April 2026 are reset to May 2026. This adjustment is due to the conflicting schedules of personnel involved in the National Schools Press Conference (NSPC) and other equally important region-led activities.

2. The revised schedule is as follows:

IQA Activities	Original Date	New Date
Pre-Audit Conference	April 8, 2026	April 30, 2026
Actual Office Audit	April 13–15, 2026	May 4–6, 2026
Post-Audit Conference	April 16, 2026	May 7, 2026
Workshop on Formulation of Effective Corrective Actions & Review of RCA	April 29, 2026	May 14, 2026

3. In line with this adjustment, the Revised 2026 Audit Program and Itinerary is hereby disseminated (Enclosures 1 and 2) for the guidance of all involved. All IQAT members and process owners are expected to review their designated schedules to ensure smooth and orderly process implementation.

4. For immediate and strict compliance.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Regional Director

QAD-IQAT-SST



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Page 1 of 1





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/ Remote 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

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)																
<i>Administrative Division</i>																	
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						X											
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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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	2 of 14



AUDIT SCHEDULE

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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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	3 of 14



AUDIT SCHEDULE

Office	Declared Processes	2026 Audit Month														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Curriculum and Learning Management Division (CLMD)	24. Personnel Performance Management					X										
	25. Employee Relation Records Section					X										
	26. Publication of Issuance					X										
	27. Handling of Incoming Documents					X										
	28. Handling of Outgoing Documents					X										
	29. Access, Disclosure, and Issuance of Documents					X										
	30. Records Disposition					X										
	31. Records Inventory General Services Units					X										
	32. Security Services					X										
	33. Facilities Maintenance					X										
	34. Transportation and Service Vehicle Maintenance					X										
	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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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	4 of 14



AUDIT SCHEDULE

2026 Audit Month

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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Education Support Services Division (ESSD)	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										
	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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Doc. Ref. Code	PAWIM-E-007	Rev	00
Effectivity	09.20.21	Page	5 of 14



AUDIT SCHEDULE

Office	Declared Processes	2026 Audit Month																
		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					X													
a. DV and LDDAP-ADA Processing (Non-Procurement Related)					X													

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Doc. Ref. Code	PAWINI-F-007	Rev	00
Effectivity	09.20.21	Page	6 of 14



AUDIT SCHEDULE

Office	Declared Processes	2026 Audit Month																	
		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																		
	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													
	<i>Policy, Planning, and Research Division (PPRD)</i>																		

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Doc. Ref. Code	PAWM-F-007	Rev	00
Effectivity	09.20.21	Page	8 of 14



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2026 Audit Month

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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											
1. Policy Implementation					X												
2. External Linkage					X												
3. Management Meetings					X												
4. Office and Staff Performance Monitoring and Appraisal					X												
Legal Unit																	
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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Doc. Ref. Code	PAWMM-F-007	Rev	00
Effectivity	09.20.21	Page	9 of 14



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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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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	10 of 14



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Office	Declared Processes	2026 Audit Month															
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
	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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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	11 of 14



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		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Top Management 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					X										
Knowledge Management Team (KMT)	Management Review					X										
	Internal Quality Audit					X										
	Documented Information Management					X										
Risk Management Team (RMT)	Risk Management					X										
	Training and Advocacy Management					X										
Quality Workplace Team (QWT)	Workplace Management					X										
	Wash-up Meeting															
IQAT																

AUDIT SCHEDULE

Office	Declared Processes	2026 Audit Month													
		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									X
RO Offices	Inter-Region Internal Quality Audit					X									
R8 Inter-Region IQA Team						X									
2 nd Surveillance Audit															X

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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	09.20.21	Page	13 of 14



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
	Dandy G. Acuin	Member
Team J	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: April 9, 2026

Approved by:

RITA R. DIMAKILING, PHD.

Quality Management Representative

Date: April 9, 2026



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Doc. Ref. Code	PAWIM-F-007	Rev	00
Effectivity	08.20.21	Page	14 of 14





Republic of the Philippines
Department of Education

2026 AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DepEd Regional Office 8																																																																						
AUDIT SCHEDULE:	May 4-8, 2026																																																																						
AUDIT SCOPE:	<input checked="" type="checkbox"/> Management Process <input checked="" type="checkbox"/> Core Process <input checked="" type="checkbox"/> Support Process																																																																						
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 and recommend Opportunities for Improvement. 																																																																						
AUDIT CRITERIA:	ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements, QCP, and Planning Documents																																																																						
LEAD AUDITOR:	Ryan R. Tiu																																																																						
MEMBER AUDITORS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Team Assignment</th> <th style="text-align: center;">Names</th> <th style="text-align: center;">Team Designation</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">Team A</td> <td>Ryan R. Tiu</td> <td>Team Leader</td> </tr> <tr> <td>Melvin Chito M. Solis</td> <td>Member</td> </tr> <tr> <td>Adara Lourdes S. Luaton</td> <td>Member</td> </tr> <tr> <td rowspan="2" style="text-align: center;">Team B</td> <td>Gerardo L. Adtoon</td> <td>Team Leader</td> </tr> <tr> <td>Fe M. Gerona</td> <td>Member</td> </tr> <tr> <td rowspan="2" style="text-align: center;">Team C</td> <td>Sonny S. Tayum,</td> <td>Team Leader</td> </tr> <tr> <td>Reynaldo E. Nayre</td> <td>Member</td> </tr> <tr> <td rowspan="2" style="text-align: center;">Team D</td> <td>Marlou D. Camposano</td> <td>Team Leader</td> </tr> <tr> <td>Gladys J. Fabillo</td> <td>Member</td> </tr> <tr> <td rowspan="2" style="text-align: center;">Team E</td> <td>Jimmy G. Gula</td> <td>Team Leader</td> </tr> <tr> <td>Ariem V. Cinco</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team F</td> <td>Rachel R. Cuevas</td> <td>Team Leader</td> </tr> <tr> <td>Nova P. Jorge</td> <td>Member</td> </tr> <tr> <td>Hannah Rose M. Cuaderno</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team G</td> <td>Geraldine M. Mangaliman</td> <td>Team Leader</td> </tr> <tr> <td>Jennylynd D. Daya</td> <td>Member</td> </tr> <tr> <td>Marilyn G. Trinidad</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team H</td> <td>Elizabeth E. Caboboy</td> <td>Team Leader</td> </tr> <tr> <td>Ronafe A. Dolo</td> <td>Member</td> </tr> <tr> <td>May Ann B. Ladrera</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Team I</td> <td>Gary Jay N. Calipayan</td> <td>Team Leader</td> </tr> <tr> <td>Glendale B. Lamiseria</td> <td>Member</td> </tr> <tr> <td>Dandy G. Acuin</td> <td>Member</td> </tr> <tr> <td rowspan="2" style="text-align: center;">Team J</td> <td>Russel L. Resco</td> <td>Team Leader</td> </tr> <tr> <td>Rowena T. Vacal</td> <td>Member</td> </tr> <tr> <td rowspan="3" style="text-align: center;">QMR</td> <td>Rita R. Dimakiling</td> <td>Team Leader</td> </tr> <tr> <td>Eleanor C. Calumpiano</td> <td>Member</td> </tr> <tr> <td>Mary Jean S. Menil</td> <td>Member</td> </tr> </tbody> </table>	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 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. Calipayan	Team Leader	Glendale B. Lamiseria	Member	Dandy G. Acuin	Member	Team J	Russel L. Resco	Team Leader	Rowena T. Vacal	Member	QMR	Rita R. Dimakiling	Team Leader	Eleanor C. Calumpiano	Member	Mary Jean S. Menil	Member
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RESOURCE REQUIREMENTS:	Office area for the audit activity
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Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	Pre-Audit Conference re Document Review and Preparation of Audit Checklists	IQAT Members		April 30, 2026 8:30 AM-4:30 PM	
	One Time Opening Program	All Offices and QMS Teams		May 4, 2026 8:30-9:00 AM	
Top Management, QMR & QMS Secretariat	Leadership & Management Review ORD Proper Processes: 1. Policy Implementation 2. External Linkage 3. Management Meetings 4. Office and Staff Performance Monitoring and Appraisal	Salustiano T. Jimenez Marilyn B. Siao Rita R. Dimakiling, Functional Division Chiefs, QMS Team Chairs and Co-Chairs	5.1, 5.2, 5.3, 6.1,9.3, 10.3 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2	May 4, 2026 9:30 AM-11:30 AM	Ryan R. Tiu, Gerardo L. Adtoon, Marlou D. Camposano, Elizabeth Caboboy, Sonny S. Tayum
FTAD	1. Organization Management/Project Management Implementation (Technical Assistance on Service Delivery and/or Program/Project Implementation 2. Project Management 3. Knowledge Management	Mercedes Sarmiento	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	May 4, 2026 1:30 PM-3:30 PM	Team I Gary Jay N. Calipayan Glendale B. Lamiseria Dandy G. Acuin
Human Resource Development Division (HRDD)	1. Learning/Professional Development and Management for Teachers and School Leaders a. Management of Learning/PD Programs b. Quality Assurance of Learning/PD Programs c. M&E of Learning/PD Programs	Harvie D. Villamor	6.1, 6.3, 7.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	May 8, 2026 9:30 AM-11:30 AM	Team B Gerardo L. Adtoon Fe M. Gerona

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	d. Management of Scholarship Programs 2. Human Resource Management and Development a. Employees Welfare b. Personnel Performance Management c. Professional Development/Learning and Development d. Recruitment, Selection, Placement, and Induction (Teachers, Master Teachers, School heads, Other Positions, Third Level Positions) e. Rewards and Recognition				
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. Sites Titling and Oversight of DepEd School Sites 8. Learner Rights and Protection 9. 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	May 4, 2026 1:30 PM-3:30 PM	Team H Elizabeth E. Caboboy Ronafe A. Dolo May Ann B. Ladrera
Admin Division-Procurement Unit	1. Procurement Planning 2. Competitive Bidding 3. Alternative Methods of Procurement 4. Procurement Management 5. Procurement Monitoring	Franco Villamor	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	May 5, 2026 9:30 AM-11:30 PM	Team B Gerardo L. Adtoon Fe M. Gerona

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Finance Division	<ol style="list-style-type: none"> 1. Budget Preparation and Approval 2. Budget Processing and Execution <ol style="list-style-type: none"> a. ORS and BUR Processing (Non-Procurement Related) b. ORS and BUR Processing (Procurement Related) c. NORSA/NBURSA Processing d. Sub-ARO Processing e. Terminal Leave Benefits Processing 3. Purchase Request Processing 4. Purchase Order Processing 5. Pre-Audit and Disbursement <ol style="list-style-type: none"> a. DV and LDDAP-ADA Processing (Non-Procurement Related) b. DV and LDDAP-ADA Processing (Procurement Related) c. NTA Processing 6. Financial Accountability and Reporting <ol style="list-style-type: none"> a. FARS I, I-A, I-B Processing Regional Office Proper b. FARS I, I-A, I-B Consolidation Process c. FARS 2 and 2-A Processing d. FAR No. 3 Processing e. FAR No 4 Processing f. FAR No. 5 Processing 	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	May 5, 2026 9:00 AM-11:00 AM	Team J Russel L. Resco Rowena T. Vacal

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	7. Monitoring and Recording of Financial Transactions (Financial Statement Preparation) 8. Monitoring and Reporting of Budget Utilization Status				
Admin Division-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	May 5, 2026 9:00 AM-11:00 AM	Team A Ryan R. Tiu Melvin Chito M. Solis Adara Lourdes S. Luaton
Admin Division-Cash Section	1. Collections and Deposits 2. Disbursements 3. Preparation of ACIC & SLIIAE 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	May 5, 2026 9:00 AM-11:00 AM	Team C Sonny S. Tayum, Reynaldo E. Nayre
Admin Division-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	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	May 5, 2026 9:00 AM-11:00 AM	Team D Marlou D. Camposano Gladys J. Fabillo

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	7. Leave Management (Travel abroad, Leave of Absence, and Study Leave) 20. Compensation and Benefits 21. Personnel Records Management 22. Personnel Inventory 23. Automatic Payroll Deduction system (APDS) Management 24. Personnel Performance Management 25. Employee Relation				
Admin Division- <i>Records Section</i>	1. Publication of Issuance 2. Handling of Incoming Documents 3. Handling of Outgoing Documents 4. Access, Disclosure, and Issuance of Documents a. <i>Certification, authentication, & Verification (CAV) of School Records</i> b. <i>Authentication of Documents</i> 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.	May 5, 2026 9:00 AM-11:00	Team F Rachel R. Cuevas Nova P. Jorge Hannah Rose M. Cuaderno
Admin Division <i>General Services Units</i>	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.	May 5, 2026 9:00 AM-11:00	Team G Geraldine M. Mangaliman Jennylynd D. Daya Marilyn G. Trinidad
Curriculum and Learning Management Division (CLMD)	1. Curriculum Management and Standards Development (curriculum Management)	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,	May 5, 2026 9:00 AM-11:00	Team E Jimmy G. Gula Ariem V. Cinco

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	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 a. <i>Management of Assessment Mechanism Contextualization</i> b. <i>Assessment Operation</i> c. <i>Data Analysis and Interpretation</i> d. <i>Development of Education Research Framework, Design, Procedure, and Instruments</i> e. <i>Conduct of Research</i> f. <i>Utilization of Research Data and Information</i> 5. Unit Performance		10.1, 10.2, 10.3		
IQAT	Internal Quality Audit	Ryan R. Tiu	9.2, 10.2, 10.3	May 5, 2026 1:00 PM – 3:00 PM	QMR Rita R. Dimakiling Eleanor C. Calumpiano Mary Jean S. Menil
PPRD	1. Strategic Planning 2. Medium Term Planning 3. Operational Planning 4. Policy Implementation 5. Policy Review	Rita R. Dimakiling	Clause 6.1, 6.3, 7.1.1, 7.5.3, 8.2, 8.4, 8.5, 8.6, 8.7,	May 6, 2026 9:00 AM- 11:00 AM	Team A Ryan R. Tiu Melvin Chito M. Solis

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	6. Education Statistics Monitoring 7. Research Management 8. Financial Management 9. Data Management		9.1, 10.1, 10.2, 10.3		Adara Lourdes S. Luaton
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	May 6, 2026 9:00 AM- 11: 00 AM	Team C Sonny S. Tayum, Reynaldo E. Nayre
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	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	May 6, 2026 9:00 AM- 11: 00 AM	Team I Gary Jay N. Calipayan Glendale B. Lamiseria Dandy G. Acuin

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	6. Monitoring of Customer/Client Satisfaction Survey				
Office of the Regional Director - <i>Information Communication and Technology Unit (ICTU)</i>	<ol style="list-style-type: none"> 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	May 6, 2026 9:00 AM- 11: 00 AM	Team E Jimmy G. Gula Ariem V. Cinco
Knowledge Management Team (KMT)	Documented Information Management, Knowledge Management,	Mercedes Sarmiento	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	May 6, 2026 9:00 AM- 11: 00 AM	Team F Rachel R. Cuevas Nova P. Jorge Hannah Rose M. Cuaderno
Risk Management Team (RMT)	Risk Management	Alma Suyom	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	May 6, 2026 9:00 AM- 11: 00 AM	Team H Elizabeth E. Caboboy Ronafe A. Dolo May Ann B. Ladrera
Quality Workplace Team (QWT)	Quality Workplace	Rosemarie M. Guino	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5	May 6, 2026 9:00 AM- 11:00 AM	Team J Russel L. Resco Rowena T. Vacal

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Training and Advocacy Team (TAT)	Training and Advocacy	Harvie D. Villamor	6.1, 7.1.3, 7.1.5.2, 7.1.6, 7.2, 7.5, 8.1	May 6, 2026 9:00 AM-11:00 AM	Team D Marlou D. Camposano Gladys J. Fabillo
QAD	<ol style="list-style-type: none"> 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"> a. Grant of Permits to Operate and Recognitions b. Grant of Special Orders of Private Schools/ Technical Vocational Institutions (TVI) c. Acknowledgement of Private School (Temporary/ Permanent) Closure d. Review And Approval of School Fees of Private Schools e. Review and Development of Policies of Private Schools 3. Quality Assurance-Monitoring and Evaluation (QAME) of Learning/PD Programs 4. Monitoring and Evaluation 	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	May 6, 2026 1:30 PM-3:30 PM	Team G Geraldine M. Mangaliman Jenny Lind D. Daya Marilyn G. Trinidad
Wash-up Meeting		To be done by every team immediately after the audit.			
Audit Wrap-Up Session		All IQAT Members	May 6, 2026 3:30 PM – 5:00 PM		

Office be Audited (Bureau/Service / Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
One-Time Closing Meeting/Post Audit Conference		All Offices and QMS Teams/REXECOM		May 7, 2026 8:30 AM – 4:00 PM	

Prepared by:  SONNY S. TAYUM Internal Quality Audit Co-Team Leader Date: <u>April 6, 2026</u>	Reviewed by:  RYAN R. TIW Lead Internal Quality Auditor Date: <u>April 6, 2026</u>
Approved:  RITA R. DIMAKILING Quality Management Representative Date: <u>April 6, 2026</u>	