



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

June 18, 2026

OFFICE MEMORANDUM
HRDD-2026 - **291**

**AUDIT ITINERARY FOR INTERNAL QUALITY AUDIT OF REGIONAL
OFFICES FOR 2025 AND OTHER UPDATES**

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

1. Attached is Memorandum DM-OUHRODI-2026-2152 from Undersecretary Wilfredo E. Cabral of the Human Resource and Organizational Development and Infrastructure, which contains the Audit Itinerary for the Internal Quality Audit of the Department of Education Regional Office VIII on June 22-26, 2026.
2. The auditors and BHROD-OED personnel shall be provided with meals (breakfast, lunch, and dinner) and snacks, commencing with the P.M. snack on Day 1 and ending with the P.M. snack on Day 5. On the other hand, Regional Office personnel shall be provided with snacks and lunch, commencing with the P.M. snack on Day 1 and ending with lunch on Day 5.
3. Expenses for participants' meals, the auditors' and BHROD-OED personnel's accommodations, and venue rental shall be charged to Local Funds, subject to existing accounting and auditing rules and regulations.
4. For inquiries or concerns, contact Dr. Rita R. Dimakiling, Quality Management Representative, through **pprd.region8@deped.gov.ph**.
5. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CSO HI
Regional Director 

HRDD-DSS



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Page 1 of 1





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-2152

TO : **SALUSTIANO T. JIMENEZ**
Regional Director
DepEd Region VIII

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development, and
Infrastructure

SUBJECT : **AUDIT ITINERARY FOR INTERNAL QUALITY AUDIT OF**
REGIONAL OFFICES FOR FY 2025

DATE : 17 June 2026

In line with Memorandum DM-OUHROD-2026-0867, with the subject *Revised Audit Program for Internal Quality Audit of Regional Offices for FY 2025 and Issuance of Audit Program for FY 2026*, this Memorandum transmits the schedule of the Internal Quality Audit for the Department of Education Regional Office VIII on June 22 – 26, 2026, for your information and guidance.

The signed audit itineraries, which also indicate the declared processes and assigned auditors per office, are enclosed in Annex A.

For further questions and clarification, please contact **Ms. Dorothy Aireen B. Lipit** or **Ms. Rachelyn M. Manalo** of the National Quality Management System (NQMS) Secretariat through phone number (02) 8633-5375 or email at nqmssupport@deped.gov.ph.

Thank you.

Copy Furnished:
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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 1



Certificate No. POF-QMS
22-83-0081



Republic of the Philippines
Department of Education

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	DepEd Regional Office VIII-Eastern Visayas, Government Center, Candahug, Palo, Leyte
AUDIT SCHEDULE:	June 22-26, 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. Verify and evaluate the conformity to the requirements of ISO 9001:2015, organizational, legal (laws and regulations), and customer; 2. Evaluate effectiveness of the established QMS in achieving Quality Objectives and Key Performance Indicators (KPIs); and 3. Verify the effectiveness on the implementation of the Opportunities for Improvement, corrective actions, and other findings from the previous audit
AUDIT CRITERIA:	ISO 9001:2015, Organization, Legal, and Customer requirements
LEAD AUDITOR:	Dorothy Airen B. Lipit (DBL)
MEMBER AUDITORS:	Brenda S. Belonio, EdD (BSB)– Team Leader Janice T. Gamalong (JTG) Ronnie S. Mercado (RSM) Glen L. Villonez, EdD (GLV)
RESOURCE REQUIREMENTS:	Conference Hall, LCD projector, Transportation & Accommodation

Office be Audited (Bureau/ Service/ Division/ Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
Day 0: (June 21, 2026) -Site Tour					
Day 1: (June 22, 2026) - Courtesy Call to RO Officials and Audit Proper					
Opening Meeting		All Auditees		8:30-9:15 A.M.	Audit Team
Top Management	PAWIM-P-001: Management Review Plan Formulation, Performance M&E	RD, ARD, QMR, secretariat	4.1, 4.2, 4.4, 5.1, 5.2, 5.3, 9.1, 9.3, 10.3	9:20-10:20	BSB, JTG, RSM, GLV
QMS Teams	PAWIM-P-002: Risk Management	RMT	4.1, 6.1, 7.5.1, 8.1, 9.1.1, 9.1.3	10:30-12:00	RSM&GLV
	PAWIM-P-003: Internal Quality Audit	IQAT	9.2.1, 9.2.2	on a separate schedule	



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Doc. Ref. Code	PAWIM-F-008	Rev	00
Effectivity	09.20.21	Page	1 of 5



Certificate No. PNP-QMS 22-83-0086



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Department of Education

Office be Audited (Bureau/ Service/ Division/ Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
	PAWIM-P-004: Corrective Action		10.2.1, 10.2.2		
	PAWIM-P-005: Documents Management	KMT	7.1.2, 7.2, 7.5, 8.1, 10.1-10.3	10:30-12:00	BSB & JTG
	Lunch Break			12:00-1:00	
	PAWIM-P-006: Knowledge Management	KMT	7.1.2, 7.2, 7.5, 8.1, 10.1-10.3	1:00-2:00	BSB & JTG
	PAWIM-P-007: Training and Advocacy	TAT	7.2, 7.3, 8.1, 9.1.1, 9.1.3, 10.3	1:00-2:00	GLV
	PAWIM-P-009: Quality Workplace	QWT	7.1.3, 7.1.4, 8.1, 9.1.1	1:00-2:30	RSM
PPRD	Plan Formulation, Policy Implementation and Review, Research Mngt. Data Information Mngt	CES, PO III, EPS, PPRD Staff	4.1, 4.2, 6.1-6.3, 7.5.1, 8.1 8.2, 8.5.2, 8.5.4, 8.6, 8.7	2:05-5:00	GLV, JTG & BSB
FTAD	Organizational Development, Project Implementation Management, Knowledge Management	CES, EPSs, FTAD Staff	4.1-4.4, 6.1-6.3, 7.5.1, 8.1, 8.2, 8.5, 8.6, 8.7 9.1.1, 9.1.3, 10.1, 10.3	2:40-4:40	RSM
Wash up				5:00-5:30	Audit Team
Day 2 (June 23, 2026) - Continuation of the Audit					
CLMD	Curriculum Mngt & Standard Devt, Learning Delivery Mngt and Devt, Learning Resource Mngt and Devt, Educ Research & Assessment	CES, EPSs, LRMDS Staff	4.1-4.4, 6.1-6.3, 7.1.5, 7.5.1, 8.1, 8.2,8.5, 8.6, 8.7, 9.1, 10.1-10.3	8:00-12:00 1:00-3:00	BSB JTG
HRDD	Learning / Professional Devt and Management for Teachers and School Leaders, Human Resource & Devt, NEAP Operation	CES, EPSs, SEPS, EPS2, HRDD and NEAP staff	4.1-4.4, 6.1-6.3, 7.1.2, 7.2, 7.5.1, 8.1, 8.2, 8.5, 9.1.1, 9.1.3, 10.1 10.3	8:00-12:00	GLV

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Doc. Ref. Code	PAWIM-F-008	Rev	00
Effectivity	09.20.21	Page	2 of 5





Republic of the Philippines
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Office be Audited (Bureau/ Service/ Division/ Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
ESSD	DRRM, Infrastructure Mngt, Health, Sports and Youth Formation, External Partnership	CES, PDO IV, MO IV, Dentist III, ENGR III, ND II, PDO II, ESSD Staff	4.1-4.4, 6.1-6.3, 7.1.4, 7.5.1, 7.1.5, 8.1, 8.2, 8.4, 9.1, 10.1-10.3	8:00-12:00	RSM
Lunch Break					
Finance Div & Cash Section	Financial Management	CAO, SAO, Accountant III, AO V	4.1-4.4, 6.1-6.3, 7.1.1, 7.5.1, 8.1-8.2, 8.5, 8.6, 8.7, 9.1.1, 10.1-10.3	1:30-3:30	RSM
AD- Personnel Section	Human Resource Mgmt and Devt	CAO, SAO, AO V, PS staff	7.1.2, 7.2, 7.5.1, 8.1, 9.1.1, 9.1.3, 10.1 – 10.3	3:05-5:00	JTG
Wash up				5:00– 5:30	Audit Team
Day 3 (June 24, 2026) - Continuation of the Audit					
QAD	Private Education Regulation and Development, M&E, Organizational Devt	CES, EPSs, QAD Staff	4.1-4.4, 6.1-6.3, 7.1.5, 7.2, 7.5.1, 8.5, 8.6, 8.7, 9.1, 10.1 – 10.3	8:00-12:00	BSB & JTG
AD-Payroll-PSU, and Admin CAO	Financial Management, (Employee Account Mgmt)	CAO, SAO, Accountant, PSU staff	6.1-6.3, 7.1.2, 7.2, 7.5.1, 9.1.1 & 9.1.3, 10.1 10.3	8:00-10:00	RSM
ORD-Legal Unit	Legal Management	Attorney IV, LU Staff	6.1-6.3, 7.1.2, 7.2, 7.5.1, 8.5, 8.6, 8.7, 9.1.1	10:05-12:00	RSM



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Doc. Ref. Code	PAWIM-F-008	Rev	00
Effectivity	09.20.21	Page	3 of 5





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Office be Audited (Bureau/ Service/ Division/ Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
	Lunch Break			12:00-1:00	
AD-Records Section	Records Management	CAO, SAO, AO V, RS Staff	7.5.3, 7.1.1, 7.1.2, 7.2, 7.5.1, 8.5, 8.6 9.1.1, 10.1 – 10.3	1:00-2:30	JTG
ORD-ICT	ICT Management	ITO I, ICTU Staff	7.1.3, 7.4, 8.5, 8.6. 8.7	1:00-3:00	RSM
ORD-PAU	PAWIM-P-008: Citizen Client Satisfaction Feedback Management	AO V, PAU Staff	9.1.2, 9.1.3, 10.1-10.3	1:00-3:30	BSB
AD-Procurement Unit & Asset Mgmt Section	Procurement Management	CAO, SAO, AO V, AO IV, PU & AMS Staff	7.2, 7.5.1, 8.4, 8.5, 8.6, 8.7, 9.1.1	2:35-4:35	JTG GLV
	Wash-Up			4:35-5:00	Audit Team
Day 4 (June 25, 2026) - Continuation of the Audit					
AD-GSU	General Services Management	CAO, SAO, AO IV, GSU staff	6.1-6.3, 7.5.1, 8.1-8.2, 8.4, 8.5, 9.1.1, 9.1.3, 10.1-10.3	8:00-10:00	RSM & GLV
ORD-PAU	Communication Planning Mgmt, Information Mgmt and Dissemination	AO V, PAU Staff	6.1-6.3, 7.3, 7.4, 7.5.1, 7.1.5, 9.1 10.1-10.3	8:00-10:00	JTG
	Wash Up			10:00-12:00	Audit Team
	Lunch Break			12:00-1:00	



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Doc. Ref. Code	PAWIM-F-008	Rev	00
Effectivity	09.20.21	Page	4 of 5

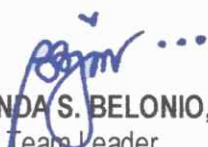




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Office be Audited (Bureau/ Service/ Division/ Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/ Time Covered	Auditor
	Finalization of the Audit Reports			1:00-5:00	Audit Team
Day 5 (June 26, 2026)					
	Closing Meeting	All Auditees		8:30-10:00	Audit Team
	Travel of the Audit Team: Palo, Leyte to Davao City				

Prepared by:


BRENDA S. BELONIO, EdD
Audit Team Leader
Date: May 21, 2026

Reviewed by


DOROTHY-AIREEN B. LIPIT
Lead, Internal Quality Auditor
Date:

Approved:


USEC. WILFREDO E. CABRAL
Quality Management Representative
Date: