Republic of the Philippines

Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025-0397

To : Assistant Schools Division Superintendent
Chief of Schools Governance Operation Division (SGOD)
Chief of Curriculum Implementation Division (CID)
All Division Personnel

Subject : **CONDUCT OF DIVISION INTERNAL QUALITY AUDIT**

Date : July 10, 2025

Pursuant to DepEd Order No. 009, s. 2021 re Institutionalization of a Quality Management System in the Department of Education, please be informed that the conduct of the **Division Internal Quality Audit** shall be on August 4-8, 2025. Exact venues and the audit itinerary shall be communicated later. Please see the attached **Audit Program** for your guidance and reference.

This internal audit activity aims to:
1. Assess the conformity of the three functional divisions and their respective sections to the established Quality Management System (QMS).
2. Evaluate the effectiveness of the implemented QMS.
3. Identify opportunities for continual improvement.

The following personnel comprise the Division Internal Quality Audit Team:

Lead Auditor: **Marissa Y. Manginsay, EdD**
Deputy Lead Auditor: **Elden D. Orbeta, PhD**
Members:
Sub-Team A:
1. John Visillas, EdD (Team Leader)
2. Antonio Jr. R. Pasquito
3. Ylcy B. Manguilimotan, EdD

Sub-Team B:
1. Ker Denzel G. Infiesto (Team Leader)
2. Desiree Loreen L. Barabat, RN, MAN
3. Lea Jane M. Isleta
4. Lilannie L. Somoso

Sub-Team C:
1. Atty. Annalene D. Villanueva (Team Leader)
2. Mary Joy C. Sagot
3. Neo Carlo S. Magno
4. Tyron O. Dujali

Further, the Internal Audit Team (IQAT) shall convene on July 28, 2025, at the Division Training Center to review applicable documents, including the QMS Manual, Procedures, Guidelines, Office Orders, Memoranda, Special Orders, and other relevant statutory and regulatory laws.

All expenses relative to the conduct of QMS-related activities shall be chargeable against the **Division MOOE Funds**, subject to the existing government accounting and auditing rules and regulations. Moreover, **Compensatory Overtime Credits (COC)** shall be granted per **DepEd Order No. 013, s. 2024**, in recognition of services rendered beyond regular working hours.

Immediate and wide dissemination of this memorandum is hereby desired.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

JUL 1 7 2025

RECORDS SECTION SDO PANABO CITY
BY

Attached: As stated.
CID/jey/mym

AUDIT PROGRAM

AUDITEE NAME & ADDRESS	Department of Education – Schools Division of Panabo City JP Laurel, Panabo City
AUDIT OBJECTIVES	1. Assess the Conformity to the Established QMS; 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.
AUDIT SCOPE	Provision of Quality Basic Education Service
AUDIT CRITERIA	ISO 9001:2015 Standards, DM 14, s.2022, DO No. 009, S. 2021, Relevant Statutory and Regulatory Requirements
AUDIT METHODS	On-site- face to face, interview, document review, site observation and observing work performed
RESOURCE REQUIREMENTS:	1. Conference room and presentation equipment, as necessary, for entry and exit conference 2. Planning documents, operations manual and other relevant references

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AUDIT SCHEDULE																
Office	**Declared Processes**	**Audit Month**														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
DEXECOM with the Division Planning Team *DEXECOM with the Division Planning Team Including Program Coordinators/ Implementers/ Owners	**Management Processes** ***Plan Formulation** 1.Strategic Planning 2. Medium Term Planning 3. Operation Planning								x			x			
DEXECOM and Functional Division	**Management Processes** ***Policy Development** 1. Policy Implementation 2. Policy Review								x			x			

	Management Processes ***Performance Monitoring & Evaluation**														
DEXECOM **Division MANCOM** **Top Management with Functional Division Chiefs and QMS Core Team Leaders**	1. Management Meetings a. EXECOM b. MANCOM c. Management Review														
DEXECOM Including Program Coordinators/Focal Persons/Implementers/Ow ners	2. Program/Project Implementation Review							X		X				
DEXECOM Performance Management Team	3. Office and Staff Performance Monitoring and Appraisal														
(SGOD) **OSDS/ Administrative Section/Designated Information Officer/ Risk Management Team**	4. Education Statistics Monitoring														
	5. Monitoring of Citizen/Client Satisfaction Survey														

CID – EPS's, PSDS's	**Core Process** **Learning Delivery Management and Development** 1. Instructional Supervision and Management								x		x				
CID - Learning Resource Management Section	**Core Process** **Learning Resource Management and Development** 1. Development of contextualized Learning Resources 2. Management of Quality Assurance of Learning Resources/Contextualized Learning								x		x				

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	Core Process **Education Assessment and Research**											
CID-Designate Assessment and Testing Coordinator and Research Focal Person **SGOD – School Management, Monitoring and Evaluation Section**	1. Design and Development of Assessment Framework, Programs, and Tools/instrument 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						X		X			

SGOD – Human Resource Development Section **SGOD – School Management, Monitoring and Evaluation Section**	**Core Process** **Learning/Professional Development and Management for Teachers and School Leaders** 1. Design and Development of Learning/PD Standards and programs/courses 2. Management of Learning/PD Programs 3. Quality Assurance of Learning/PD Programs 4.M&E of Learning/PD Programs								x		x			
OSDS – Property & Supply Unit	**SUPPORT PROCESSES** **Asset Management** 1.Acquisition of tangible and intangible assets 2.Asset Disposition 3.Asset Utilization and Inventory								x		x			
SGOD – Planning and Research Section	**Data Information Management** 1. Data Dissemination 2. Data Management 3. Management of Information System								x		x			

| SGOD – Social Mobilization and Networking Section/ DRRM | **Disaster Risk Reduction and Management** 1. Contingency Planning, Formulation and Enhancement 2. DRRM Information System and Research 3. IEC and Advocacy for Resilience 4. Learning Continuity and Resilience Interventions 5. Monitoring and Evaluation of Comprehensive School Safety (CSS) 6. Partnership for Strengthening Resilience 7. Resilience Education | | | | | | | | x | | x | | | |

SGOD-Social Mobilization and Networking	**SUPPORT PROCESSES** **External Partnership Development and Management** 1. Commemorative and other related events management 2. Partnership Development and Management														
OSDS – Accounting and Budget Sections and Cash Unit APDS DPSU	**Financial Management (Budget, Accounting, Cash and Employee Accounts Management)** 1. Budget Accountability Reporting 2. Budget Preparation and Approval 3. Budget Processing and Execution 4. Collection and Deposits 5. Control of Accountable Forms 6. Disbursement 7. Financial Accountability and Recording 8. Maintenance and Closure of Bank Accounts 9. Monitoring and Recording of Financial Transaction 10. Pre-audit and Disbursement 11. Preparation of ACIC/SLIIAE 12. Provident Fund Management 13. Systems Improvement and Administrative Service (ERFs), Budget Monitoring (BMS), and Online Cash-In Bank Register								x		x				

Office/Section	Process												
SGOD – School Health Section OSDS – Administrative Unit	**SUPPORT PROCESSES** **General Services Management** 1. Clinic Management 2. Facilities Maintenance 3. Housekeeping and Ground Maintenance 4. Security Services 5. Transportation Service and Vehicle Maintenance							X		X			
OSDS – Accounting Section/ Personnel Unit SGOD – Human Resource Development Section	**Human Resource Management and Development** 1. Compensation and Benefits 2. Employee Relations 3. Employee's Welfare 4. Leave Management 5. Personnel Inventory 6. Personnel Performance Management 7. Personnel Records Management 8. Professional Development/ Learning and Development 9. Recruitment, Selection, Placement & Induction 10. Rewards and Recognition							X		X			
OSDS – Information Technology Section	**SUPPORT PROCESSES** **ICT Management** 1. Management of ICT solutions 2. Management of Technology Infrastructure 3. User Support/Help Desk							X		X			

SGOD – Education Facilities Section	**Infrastructure Management** 1. Evaluation/ assessment of construction, repair, 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								x		x			
CID- Sports Development Section **SGOD –Youth Formation Section and School Health Section**	**Learner Support Management (Health, sports and youth development)** 1.Program Management								x		x			

SDS and Legal Unit	**SUPPORT PROCESSES** **Legal Management** 1. Assistance to the Office Solicitor General in pending cases involving DepEd									x		x			
Legal Unit and SGOD	2. Development and Implementation of DepEd Child Protection Programs														
Legal Unit/ Fact Finding/Preliminary Investigation Committee	3. Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases involving DepEd Officials, Teaching and Non-Teaching Personnel														
Legal Unit	4. Legal review of proposed DepEd policies/issuances, agreements, and other legal documents														
SDS, Legal Unit, SGOD	5.. Sites Titling and oversight of DepEd school sites														
SGOD – Office of the Chief Education Supervisor,SMME	**SUPPORT PROCESSES** **Organizational Development** 1.Organization Management									x		x			

SGOD – School Management, Monitoring and Evaluation Section	**Private Education Regulations and Development (Local Private Schools** 1. Evaluation of applications for the Grant of Permits to Operate and Recognition 2. Evaluation of Applications of Special Orders (SO) of Private Schools/Technical Vocational Institutions (TVI)/Non-DepEd Public Schools 3. Endorsement of Voluntary (Temporary/Permanent) Private Closure 4. Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools								x		x		
OSDS – Bids and Awards Committee (BAC), Program Owners/End Users	**Procurement Management** 1. Bidding Processes 2. Contract Implementation 3. Contract Monitoring 4. Procurement Planning								x		x		

SGOD – Office of the Chief Education Supervisor and Social Mobilization and Networking Section	**Project Management** 1. Coordination and Linkages 2. Project Implementation Management								x		x				
OSDS – Legal Section, Designated Division Information Officer **Record Unit**	**Public Affairs Management** 1. Information Management and Dissemination 2. Materials Production 3. Media Relation 4. Public Relations and Assistance 5. Publication of Issuances								x		x				

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OSDS – Records Unit	**Records Management** 1. Access, disclosure and issuances of documents 2. Handling of incoming documents 3. Handling of outgoing documents 4. Records disposition 5. Records inventory								X		X					
SGOD – Planning and Research Section, SDRC	**Research Management** 1. Call for the Proposal and Proposal Evaluation 2. Implementation and Monitoring 3. Dissemination of research results 4. Archiving								X		X					

Knowledge Management Team	Knowledge Management Procedure														
	1. Knowledge Development * Acquiring new knowledge * Integrating enablers * Applying current Knowledge **2. Knowledge Conveyance and Transformation** *Using, transferring, and transforming knowledge **3. Knowledge Retention** *Safeguarding the Organization from knowledge loss **4.Outdated/Invalid Knowledge Handling** *Protecting the organization from using inappropriate knowledge								x		x				

Training and Advocacy Team	Training and Advocacy Procedure **1.Plan for QMS Advocacy** *Identify TAT needs *Determine Fund Source *Create Planning Documents *Authorize and Recognize Non- DepEd LSP *Ensure review and approval of plans									X		X			
	2. Implement TAT Activities *Conduct Learning and Development *Develop IEC materials **3. Monitor & Evaluate the TAT Activities** *Conduct Activity Evaluation *Analyze and Evaluate Evaluation Results **4.Report M & E results and improve QMS Advocacy** *Report in Management Review *Issue RFA if needed									X		X			

Internal Quality Audit Team	**Internal Audit Procedure** **1.Select and Manage IQA Team** 　*Train candidate auditors on ISO 19011:2018 and ISO 9001:2015 Courses 　*Create Audit Teams 　*Enhance the Auditors' competence **2.Plan for the IQA** 　*Prepare and disseminate the Audit Program 　*Select Audit Delivery Mode 　*Prepare and disseminate the Audit Itinerary 　*Review the applicable documents 　*Develop Audit Checklist **3.Conduct the IQA** 　*Conduct Opening Meeting 　*Interview, document review, and Observation 　*Record facts and evidence 　*Note audit findings 　*Inform the auditee/ head of office on the audit findings 　*Conduct debriefing of all auditors **4.Report the results of the IQA** 　*Conduct Closing Meeting 　*Raise to the appropriate MANCOM the unresolved issues 　*Assign RFA No. 　*Issue Audit Report with RFA 　*Determine correction and corrective action								x		x		

Internal Quality Audit Team	*Monitor submission of Accomplished RFA **5. Evaluate Auditors** *Evaluate the performance of Auditors and suggest interventions if needed **6.Follow up of action taken** *Monitor the action taken *Verify the effectiveness of actions taken													

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Risk Management Team	**Risk Management Procedure** **1.Risk Assessment: Risk Identification** *Create SWOT Analysis *Determine risks and opportunities **2.Risk Assessment: Risks analysis** *Understand the nature of risk and Opportunities *Determine the potential consequence *Determine the Likelihood **3.Risk: Assessment: Risk Evaluation** *Compute the Risk Rating *Assess the result of the analysis *Prioritize risks and opportunities **4.Risk Treatment** *Determine the action responses to address risks and opportunities **5.Risk and Opportunity Review &** **Monitoring** *Check the status of implementation of the action responses to address risks and opportunities *Re-evaluate Risk Rating **6.Risk Recording and Reporting** *Review the risk level upon completion of action plans *Reassess the risk levels to determine the effectiveness of actions taken									x		x			

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Quality Workplace Team	Quality Workplace Manual							x		x			

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, assigned Audit Teams, 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:

MARISSA Y. MANGINSAY EdD
Lead Internal Quality Auditor

Date: July 10, 2025

Approved by:

AILENE B. AÑONUEVO PhD
Quality Management Representative

Date: July 10, 2025

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