



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

July 24, 2025

OFFICE MEMORANDUM

OM-OSDS-2025-007

READINESS ASSESSMENT ON THE ESTABLISHED QUALITY MANAGEMENT SYSTEM IN THE SCHOOLS DIVISION OFFICE OF PANABO CITY

To: Assistant Schools Division Superintendent
Chief Curriculum Implementation Division
Chief Schools Governance and Operations Division
QMS Secretariat
All Division Personnel

1. Please be informed that the **Readiness Assessment Quality Management System (QMS)** shall be conducted as part of the SDOs' preparatory activities.
2. This assessment aims to:
 - a. determine the level of readiness of SDO Panabo City in terms of QMS compliance;
 - b. identify gaps and areas for improvement across key processes and units; and
 - c. ensure all quality objectives, documented information, and corrective actions are updated and properly implemented.
3. All section heads and process owners are requested to:
 - a. ensure availability of required QMS documents and records (e.g., Process Monitoring Reports, Risk Registry, Action Plans, Customer Satisfaction Reports);
 - b. review the implementation of their respective process controls; and
 - c. be ready for walkthrough interviews and validation activities.
4. The **QMS Readiness Assessment** will commence on **August 4-8, 2025**, and shall be facilitated by the IQA Core Team and designated process auditors. Attached is the Readiness Assessment Schedule.
5. Full cooperation is enjoined from all personnel to ensure the successful conduct of this activity.
6. For your guidance and compliance.


JINKY E. FIRMAN PhD, CESO VI
Schools Division Superintendent

READINESS ASSESSMENT SCHEDULE

DAY	TIME	MANGINSAY	VISILLAS	PASQUITO	MANGUILIMOTAN	VILLANUEVA	DUJALI	MAGNO	SAGOT	INFIESTO	BARABAT	ISLETA	SOMOSO	ORBETA	
Aug. 4, 2025	9:00 to 12:00														
	1:00 to 3:00														
Aug. 5, 2025	8:00 to 9:00														
	9:00 to 10:00	Top Management	Records	Cash	EPP-TLE	MAPEH	Araling Panlipunan	ESP	English	Math	Science				
	10:00 to 11:00														
	11:00 to 12:00														
	1:00 to 2:00														
	2:00 to 3:00														
	3:00 to 4:00														
	4:00 to 5:00														
Aug. 6, 2026	8:00 to 9:00														
	9:00 to 10:00		DIO	ACCTG	SUPPLY										
	10:00 to 11:00														
	11:00 to 12:00														
	1:00 to 2:00														
	2:00 to 3:00														
	3:00 to 4:00														
	4:00 to 5:00														
Aug. 7, 2027	8:00 to 9:00														
	9:00 to 10:00		RMT	SMME	QWT			LEGAL		BAC	IT				
	10:00 to 11:00														
	11:00 to 12:00														
	1:00 to 2:00														
	2:00 to 3:00														
	3:00 to 4:00														
	4:00 to 5:00														
Aug. 8, 2028	8:00 to 9:00														
	9:00 to 10:00														
	10:00 to 11:00														
	11:00 to 12:00														
	1:00 to 2:00														
	2:00 to 3:00														
	3:00 to 4:00														
	4:00 to 5:00														

Closing Meeting



Republic of the Philippines
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 REGION XI
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READINESS ASSESSMENT ITINERARY

AUDITEE NAME & ADDRESS:	SCHOOLS DIVISION OF Panabo City Brgy. JP Laurel, Panabo City		
AUDIT SCHEDULE:	August 2025		
AUDIT SCOPE:	<input checked="" type="checkbox"/> Management Process <input checked="" type="checkbox"/> Core Process <input checked="" type="checkbox"/> Support Process		
AUDIT OBJECTIVES:	1. Assess the Conformity to the Established QMS; 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement.		
AUDIT CRITERIA:	ISO 9001:2015, ISO 19011:2018, DO 09. S. 2021, DM 14, S. 2022		
LEAD AUDITOR:	Marissa Y. Manginsay, EdD		
MEMBER AUDITORS:	Deputy Auditor: Elden D. Orbeta Team A John B. Visillas EdD Antonio R. Pasquito Ylcy B. Manguilimotan EdD Team B Atty. Annalene A. Dacumos-Villanueva Neo S. Carlo Magno Mary C. Joy Sagot Team C Ker Denzel G. Infiesto Desiree Loreen L. Barabat RN, MAN Tyron O. Dujali Lilannie L. Somoso Lea Jane M. Isleta		
RESOURCE REQUIREMENTS:	1. Conference room and presentation equipment, as necessary, for entry and exit conference 2. Planning documents, operations manual and other relevant references		

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
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	SDS, ASDS	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 9.1, 9.3, 10.1, 10.3 6.1, 6.2, 6.3, 7.1, 7.1.5, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7	August 5, 2025 9:00AM-12:00 NN	Marissa Y. Manginsay Lead Auditor
DEXECOM and Functional Division	Management Processes *Policy Development 1. Policy Implementation 2. Policy Review	SDS, ASDS	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 9.1, 9.3, 10.1, 10.3 6.1, 6.2, 6.3, 7.1, 7.1.5, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7	August 5, 2025 9:00AM-12:00 NN	Marissa Y. Manginsay Lead Auditor



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office to be Audited (Bureau/Service/Division/Unit)	Declared Processes	Auditees (Specific Units/Names)	Applicable Clauses	Date/Time Covered	Auditor
DEXECOM Division MANCOM Top Management with Functional Division Chiefs and QMS Core Team Leaders	Management Processes *Performance Monitoring & Evaluation 1. Management Meetings a. EXECOM b. MANCOM c. Management Review				
DEXECOM Including Program Coordinators/Focal Persons/Implementers/Owners	2. Program/Project Implementation Review	SDS, ASDS, QMR	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 9.1, 9.3, 10.1, 10.3 6.1, 6.2, 6.3, 7.1, 7.1.5, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7	August 5, 2025 9:00AM-12:00 NN	Marissa Y. Manginsay Lead Auditor
DEXECOM Performance Management Team	3. Office and Staff Performance Monitoring and Appraisal				
(SGOD)	4. Education Statistics Monitoring				
OSDS/ Administrative Section/Designated Information Officer/ Risk Management Team	5. Monitoring of Citizen/Client Satisfaction Survey		4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 9.1, 9.3, 10.1, 10.3 6.1, 6.2, 6.3, 7.1, 7.1.5, 7.4, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7		



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
CID – EPS's, PSDS's	Core Process Learning Delivery Management and Development 1. Instructional Supervision and Management	Chief CID EPS	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.1.5, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.3	August 5, 2025 8:00AM - 3:00 PM	Atty. Annalene A. Dacumos Villanueva EPP-TLE
					Tyron O. Dujali MAPEH
					Neo Carlo S. Magno Araling Panlipunan
					Desiree Loreen L. Barabat English
					Lea Jane M. Isleta Math
					Lilannie L. Somoso Science
					Mary Joy Sagot ESP
					Ker Denzel G. Infiesto Filipino
					Desiree Loreen L. Barabat PSDS
CID - Learning Resource Management Section	Core Process Learning Resource Management and Development 1. Development of contextualized Learning Resources	Division LR Djhoanne Aguilar	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 6, 2025 8:00AM-3:00 PM	Lilannie L. Somoso LR



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	2. Management of Quality Assurance of Learning Resources/Contextualized Learning				
CID-Designate Assessment and Testing Coordinator and Research Focal Person	Core Process Education Assessment and Research	Assessment- Juliet Raganas			
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	 SMME- Ronmar Jayoma	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.3	August 6, 2025 8:00AM-3:00PM	Tyron O. Dujali Education Assessment
CID – Curriculum Implementation Division	4. Development of Education Research Framework, Design, Procedures, and Instruments 5. Conduct of Research 6. Utilization of research data and information	 Research- John Visillas SEPS & EPS II (HRD)		August 6, 2025 8:00AM – 12:00NN	Lea Jane M. Isleta Curriculum Research
SGOD – Human Resource Development Section	Core Process Learning/Professional Development and Management for Teachers and School Leaders	HRDD- Kenneth Deligencia SEPS Lilannie Somoso EPS II HRRD	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 7, 2025 8:00AM-3:00PM	Mary Joy C. Sagot HRRD
	1. Design and Development of Learning/PD Standards and programs/courses 2. Management of Learning/PD				Antonio R. Pasquito SMME



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

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SGOD – School Management, Monitoring and Evaluation Section	Programs 3. Quality Assurance of Learning/PD Programs 4. M&E of Learning/PD Programs	Ronmar Jayoma SEPS	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3		
OSDS – Property & Supply Unit	SUPPORT PROCESSES Asset Management 1. Acquisition of tangible and intangible assets 2. Asset Disposition 3. Asset Utilization and Inventory	Maya Flaminda Juanich AO IV - SUPPLY	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.3	August 6, 2025 8:00AM - 11:00PM	Atty. Annalene A. Dacumos-Villanueva
SGOD – Planning and Research Section	Data Information Management 1. Data Dissemination 2. Data Management 3. Management of Information System	Erick Dalumpines Planning Officer III Ker Denzel Infiesto	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.3	August 7, 2025 1:00-2:00 PM	John B. Visillas
SCCD – 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	Hernani Resueno PDO II - DRRM	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 6, 2025 1:00-4:00 PM	Atty. Annalene A. Dacumos-Villanueva



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

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SGOD-Social Mobilization and Networking	SUPPORT PROCESSES External Partnership Development and Management 1. Commemorative and other related events management 2. Partnership Development and Management	Analiza Mendoza SFPS-SOCMOB Erna Lumandong & EPG II (SMN)	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 6, 2025 1:00-4:00 PM	John B. Visillas
OSDS – Accounting and Budget Sections and Cash Unit	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	Rosalie Estimada AO V – BUDGET OFFICER ACCOUNTANT III Kathryn Jayoma AO IV - CASH	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 5, 2025 1:00 – 4:00 PM (Cashier) August 5, 2025 1:00 – 4:00 PM	Antonio R. Pasquito Cashier Ker Denzel G. Infiesto Budget
APDS					
DPSU					
SGOD – School Health Section	SUPPORT PROCESSES General Services Management 1. Clinic Management	Dr. Arlen Choi Medical Officer III	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.1.5, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 6, 2025 1:00-4:00 PM	Ylcy B. Manguilimotan Budget Ylcy B. Manguilimotan (Health Section)



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

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OSDS – Administrative Unit	2. Facilities Maintenance 3. Housekeeping and Ground Maintenance 4. Security Services 5. Transportation Service and Vehicle Maintenance	Raul Gacus AO V - ADMIN	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3		Lea Jane M. Isleta (Admin)
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	Neo Carlo R. Magno AO IV - HRMO	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 7, 2025 1:00-4:00 PM	Ylcy B. Manguilimotan
OSDS – Information Technology Section	SUPPORT PROCESSES ICT Management 1. Management of ICT solutions 2. Management of Technology Infrastructure 3. User Support/Help Desk	Tyron Dujali DIVISION ITO	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 7, 2025 8:00AM-11:00 AM	Desiree Loreen L. Barabat
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	Engr. Eric Valencia Engineer III	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 7, 2025 1:00-4:00 PM	Tyron O. Dujali



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	3. Management of construction, repair, rehabilitation, and maintenance of education facilities				
CID- Sports Development Section SGOD –Youth Formation Section and School Health Section	Learner Support Management (Health, sports and youth development) 1. Program Management	Keren Luma Education Program Supervisor Glady Noel PDO I	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.1.5, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 6, 2025 1:00-4:00 PM	Ylcy B. Manguilimotan
SDS and Legal Unit	SUPPORT PROCESSES Legal Management 1. Assistance to the Office Solicitor General in pending cases involving DepEd				
Legal Unit and SGOD	2. Development and Implementation of DepEd Child Protection Programs	Atty. Annalene A. Dacumos-Villanueva ATTORNEY III	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 7, 2025 8:00AM-11:00 PM	Neo Carlo S. Magno
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				



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

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SGOD – Office of the Chief Education Supervisor, SMME	SUPPORT PROCESSES Organizational Development 1. Organization Management	Ailene Anonuevo Chief SGOD	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 6, 2025 1:00-4:00 PM	Antonio R. Pasquito
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	Ronmar V. Jayoma SEPS	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7. 9.1 10.1, 10.3	August 7, 2025 8:00AM-3:00PM	Antonio R. Pasquito
OSDS – Bids and Awards Committee (BAC), Program Owners/End Users	Procurement Management 1. Bidding Processes 2. Contract Implementation 3. Contract Monitoring 4. Procurement Planning	ASDS BAC SECRETARIAT AO IV - SUPPLY	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 7, 2025 8:00AM-11:00 AM	Ker Denzel G. Infiesto



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

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SGOD – Office of the Chief Education Supervisor and Social Mobilization and Networking Section	Project Management 1. Coordination and Linkages 2. Project Implementation Management	Analiza Mendoza SFPS-SOCMOB Erna Lumandong EPS II (SMN)	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 6, 2025 1:00-4:00 PM	John B. Visillas
OSDS – Designated Division Information Officer	Public Affairs Management 1. Information Management and Dissemination 2. Materials Production 3. Media Relation 4. Public Relations and Assistance 5. Publication of Issuances	Armando Jr. Aguilon DIVISION INFORMATI ON OFFICER Kiepenangki e Noor AO IV – Records	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 6, 2025 8:00AM 11:00AM August 5, 2025 9:00AM- 12:00NN	Antonio R. Pasquito
Record 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	Kiepenangki e Noor AO IV - Records	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3	August 5, 2025 9:00AM - 12:00 NN	Antonio R. Pasquito



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

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SGOD – Planning and Research Section, SDRC	Research Management <ol style="list-style-type: none"> 1. Call for the Proposal and Proposal Evaluation 2. Implementation and Monitoring 3. Dissemination of research results 4. Archiving 	Erick Dalumpines Planning Officer III Ker Denzel Infiesto	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.3	August 7, 2025 1:00-2:00 PM	John B. Visillas
Knowledge Management Team	Knowledge Management Procedure <ol style="list-style-type: none"> 1. Knowledge Development <ul style="list-style-type: none"> * Acquiring new knowledge * Integrating enablers * Applying current Knowledge 2. Knowledge Conveyance and Transformation <ul style="list-style-type: none"> *Using, transferring, and transforming knowledge 3. Knowledge Retention <ul style="list-style-type: none"> *Safeguarding the Organization from knowledge loss 4. Outdated/Invalid Knowledge Handling <ul style="list-style-type: none"> *Protecting the organization from using inappropriate knowledge 	Knowledge Management Team	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3 7.1.6 7.5	August 7, 2025 1:00-4:00 PM	Desiree Loreen L. Barabat



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

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Training and Advocacy Team	<p>Training and Advocacy Procedure</p> <p>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</p> <p>2. Implement TAT Activities *Conduct Learning and Development *Develop IEC materials</p> <p>3. Monitor & Evaluate the TAT Activities *Conduct Activity Evaluation *Analyze and Evaluate Evaluation Results</p> <p>4. Report M & E results and improve QMS Advocacy *Report in Management Review *Issue RFA if needed</p>	Training and Advocacy Team	4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3 7.1.2 7.2	August 7, 2025 1:00-4:00 PM	Atty. Annaiene A. Dacumos-Villanueva



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

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Internal Quality Audit Team	<p>Internal Audit Procedure</p> <p>1. Select and Manage IQA Team</p> <ul style="list-style-type: none"> *Train candidate auditors on ISO 19011:2018 and ISO 9001:2015 Courses *Create Audit Teams *Enhance the Auditors' competence <p>2. Plan for the IQA</p> <ul style="list-style-type: none"> *Prepare and disseminate the Audit Program *Select Audit Delivery Mode *Prepare and disseminate the Audit Itinerary *Review the applicable documents *Develop Audit Checklist <p>3. Conduct the IQA</p> <ul style="list-style-type: none"> *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 <p>4. Report the results of the IQA</p> <ul style="list-style-type: none"> *Conduct Closing Meeting *Raise to the appropriate MANCOM the unresolved issues *Assign RFA No. *Issue Audit Report with RFA *Determine correction and corrective action 	IQAT	<p>4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 9.2 10.1, 10.2, 10.3</p>	August 7, 2025 1:00-4:00 PM	Elden D. Orbeta
Internal Quality Audit Team					



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<ul style="list-style-type: none"> *Monitor submission of Accomplished RFA 5. Evaluate Auditors <ul style="list-style-type: none"> *Evaluate the performance of Auditors and suggest interventions if needed 6. Follow up of action taken <ul style="list-style-type: none"> *Monitor the action taken *Verify the effectiveness of actions taken 				
Risk Management Team	<p>Risk Management Procedure</p> <p>1. Risk Assessment: Risk Identification</p> <ul style="list-style-type: none"> *Create SWOT Analysis *Determine risks and opportunities <p>2. Risk Assessment: Risks analysis</p> <ul style="list-style-type: none"> *Understand the nature of risk and Opportunities *Determine the potential consequence *Determine the Likelihood <p>3. Risk Assessment: Risk Evaluation</p> <ul style="list-style-type: none"> *Compute the Risk Rating *Assess the result of the analysis *Prioritize risks and opportunities <p>4. Risk Treatment</p> <ul style="list-style-type: none"> *Determine the action responses to address risks and opportunities <p>5. Risk and Opportunity Review & Monitoring</p>	<p style="text-align: center;">Risk Management Team</p>	<p style="text-align: center;">4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3</p>	<p style="text-align: center;">August 7, 2025 8:00-11:00 A.M.</p>	John B. Visillas



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 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

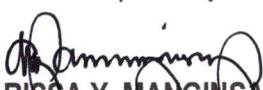
Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	<ul style="list-style-type: none"> *Check the status of implementation of the action responses to address risks and opportunities *Re-evaluate Risk Rating <p>6. Risk Recording and Reporting</p> <ul style="list-style-type: none"> *Review the risk level upon completion of action plans *Reassess the risk levels to determine the effectiveness of actions taken 				
Quality Workplace Team	Quality Workplace Manual	Raul E. Gacus EdD, Administrative Officer V	<p>4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.1, 7.3, 7.5 8.1, 8.2, 8.5, 8.6, 8.7, 9.1 10.1, 10.3</p>	<p>August 7, 2025 8:00-11:00 AM</p>	Ylcy B. Manguilimotan



Republic of the Philippines
Department of Education
REGION XI
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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Day 4 - August 8, 2025					
Finalization of Audit Report				August 8, 2025 8:00AM-12:00 PM	Audit Team
Closing Meeting		All Auditees		1:00-4:00 PM	Audit Team

Prepared by:


MARISSA Y. MANGINSAY EdD
 Audit Team Leader

Date: 7/24/2025

Reviewed by:


ELDEN D. ORBETA PhD
 Lead Internal Quality Auditor

Date: 7/24/2025

Approved:


AILENE B. ANONUEVO PhD, SGOD Chief
 Quality Management Representative
 Date: _____