



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
No. 049, s. 2024

30 OCT 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
QMS Team Leaders
SDO Unit and Section Heads
Concerned SDO Employees

INTERNAL QUALITY PREPAREDNESS AUDIT FOR NOVEMBER 2024

1. In preparation of the Schools Division of the City of Batac for the upcoming Internal Quality Audit (IQA), the IQA team members will provide technical assistance during the internal quality preparedness audit scheduled for November 2024.
2. Each member has been assigned to a specific process to guide the process owner/s in complying with ISO 9005:2015 standards, as well as other legal, statutory, and regulatory requirements, to implement the One DepEd, One QMS initiative as outlined in DepEd Order NO. 009, s. 2021 and DepEd Memorandum No. 014, s. 2022.
3. As part of the preparedness audit, all process owners must ensure that their Quality Control Plans (QCPs) are duly signed by the appropriate authorities.
4. To facilitate the smooth conduct of the audit, auditors and their assigned auditees must agree on the date and time of the audit. The audit may take place multiple times during this period. Another round of audits is expected in the following months until all process owners meet the required standards. A subsequent Memorandum will be issued outlining the new auditor assignments.
5. All issued Non-conformities (NCs) must be submitted to the division head, who will issue a Request for Action (RFA).
6. Auditors are required to prepare the necessary forms during the audit, which will later be submitted to the preparedness audit team for documentation and monitoring purposes.
7. Attached is the list of auditors and their assigned processes, including the list of process owner/s for immediate reference.
8. Full cooperation from all involved is strongly encouraged.
9. Immediate dissemination of this Memorandum is desired.



ANSELMO R. ALUDINO
Schools Division Superintendent



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Encl.: As stated

Reference: DepEd Order No. 009, s. 2021

DepEd Memorandum No. 014, s. 2022

To be included in the Perpetual Index

Under the following subject:

INTERNAL QUALITY AUDIT
QUALITY MANAGEMENT SYSTEM

CID/EBN/OM-Internal Quality Preparedness Audit
/4230/October 29, 2024



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REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure 1. Assignment of Auditors

No.	Process/Team	Functional Division/ Persons Involved	Process Owner/s	Auditor
1	Asset Management	OSDS	Deejay R. Opelac	Marites D. Diego
2	Data Information Management	SGOD	Dolores A. Ubiña	Edwin V. Tangonan
3	Disaster Risk Reduction and Management	SGOD	Rhaian A. Gamet	Maribel A. Tutaan
4	Educational Assessment and Research	CID, SGOD	Eldefonso B. Natividad, Jr. Joycelyn P. Perdido Jocelyn P. Aribuabo Edwin V. Tangonan	Mark Louie P. Duldulao
5	External Partnership and Management	SGOD	Gilbert P. Isla	Dolores A. Ubiña
6	Financial Management	OSDS	Jennifer C. Bungubung Ma. Veronica A. Cabangisan Jaquelyn P. Mendoza	Jocelyn L. Aribuabo
7	General Services Management	OSDS	Joel P. Malunao	Marinel T. Saguiguit
8	Human Resource Management and Development	OSDS	Mark Louie P. Duldulao Jadley Mel P. Piso	Reyna Monique L. Lanuza
9	ICT Management	OSDS	Mark Anthony R. Bensen	Edwin V. Tangonan
10	Infrastructure Management	SGOD	Jacqueline G. Abino	Mark Anthony R. Bensen
11	Learner Support Management	SGOD	Maritess D. Diego Angelo M. Bangcud Gladys B. Lampitoc	Eldefonso B. Natividad Jr.
12	Learning Delivery Management and Development	CID	CID Supervisors	Mark Louie P. Duldulao
13	Learning Professional Development and Management for	SGOD	Mark Louie P. Duldulao	Aileen V. Joaquin



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No.	Process/Team	Functional Division/ Persons Involved	Process Owner/s	Auditor
	Teachers and School Leaders			
14	Learning Resource Management and Development	CID	Aubhrey Marie R. Oasay	Jedidiah B. Jagto
15	Legal Management	OSDS	Gerwin V. Dela Rosa	Ma. Veronica A. Cabangisan
16	Organizational Development	SGOD, OSDS	Jocelyn A. Aribuabo Dolores A. Ubiña Jadley Mel P. Piso	Opresinia Z. Castillo
17	Performance Monitoring and Evaluation	OSDS, SGOD, CID	Arnel S. Bandiola Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao	Rhaian A. Gamet
18	Plan Formulation	OSDS, SGOD, CID	Dolores A. Ubiña Edwin Tangonan Jadley Mel P. Piso	Jocelyn L. Aribuabo
19	Policy Development	OSDS, SGOD, CID	Arnel S. Bandiola Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao	Eldefonso B. Natividad, Jr.
20	Private Education Regulations and Development	SGOD	Jocelyn A. Aribuabo	Jedidiah B. Jagto
21	Procurement Management	OSDS	BAC Secretariat BAC Members	Ma. Veronica A. Cabangisan
22	Project Management	OSDS, SGOD	Gilbert P. Isla Jocelyn A. Aribuabo	Mirasol V. Mangasep
23	Public Affairs Management	OSDS	Jocelyn P. Perdido Rhaian A. Gamet Reyna Monique L. Lanuza	Gladys B. Lampitoc
24	Records Management	OSDS	Reyna Monique L. Lanuza Kristine Joy Galasinao	Maylene D. Yasay
25	Research Management	OSDS, SGOD, CID	Edwin V. Tangonan	Gladys B. Lampitoc



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No.	Process/Team	Functional Division/ Persons Involved	Process Owner/s	Auditor
26	Knowledge Management Team	Team Lead, Deputy Team Lead	Aubrhey Marie R. Oasay Reyna Monique L. Lanuza	Gladys B. Lampitoc
27	Quality Workplace Team	Team Lead, Deputy Team Lead	Jhon Rey D. Ortal Rhaian A. Gamet	Eldefonso B. Natividad Jr.
28	Risk Management Team	Team Lead, Deputy Team Lead	Joycelyn P. Perdido	Jocelyn L. Aribuabo
29	Training and Advocacy Team	Team Lead, Deputy Team Lead	Marilou B. Sales Mark Louie P. Duldulao	Reyna Monique L. Lanuza