



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

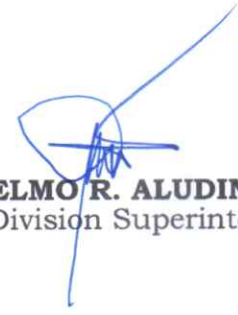
OFFICE MEMORANDUM
CID-2025-~~123~~

28 JUL 2025

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

INTERNAL QUALITY PREPAREDNESS AUDIT FOR JULY 2025

1. In line with the Division's continuous commitment to strengthening its internal processes and aligning with the Quality Management System (QMS) standards, the Schools Division of the City of Batac will conduct its Internal Quality Preparedness Audit (IQPA) on July 28–30, 2025.
2. The objective of the IQPA is to:
 - a. assess the compliance of all functional units with established internal procedures and DepEd standards;
 - b. evaluate the availability and quality of documented information and records that support effective process implementation;
 - c. identify nonconformities, areas for improvement, and strengths that may be used to benchmark good practices; and
 - d. foster a deeper understanding of internal audit as a tool for organizational learning and development.
3. All Division Office personnel are expected to:
 - a. prepare and make available updated documentation, reports, and relevant evidences;
 - b. cooperate fully and transparently with the audit team; and
 - c. implement corrective actions, if any, in a timely manner.
4. All auditors are required to attend the opening and closing meetings as scheduled.
5. Attached is the list of auditors and their assigned processes, including the list of process owner/s, date and time of audit for reference.
6. Be guided accordingly.


ANSELMO R. ALUDINO
Schools Division Superintendent

EBN/OM-IQPA for July
25171/July 25, 2025



SDCB RECORDS UNIT

2511102



DepEd Batac City



batac.city@depd.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

Enclosure 1. Audit Itinerary

Date	Time	Activity	Venue
July 28, 2025	10:00-12:00	Opening Meeting	Bulwagan ng Karunungan
	1:00-5:00	Audit Proper	Respective Offices
July 29, 2025	8:00-5:00	Audit Proper	Respective Offices
	8:00-12:00	Audit Proper	Respective Offices
July 30, 2025	1:00-3:00	Finalization and Submission of Audit Report	Bulwagan ng Karunungan
	3:00-5:00	Closing Meeting	Bulwagan ng Karunungan

No.	Process/Team	Functional Division/ Persons Involved	Process Owner/s	Auditor	Date and Time
1	Asset Management	OSDS	Angelica D. Obiano	Jennifer C. Bungubung Ma. Veronica A. Cabangisan	July 28, 2025 1:00-2:00
2	Data Information Management	SGOD	Deejay R. Opelac	Gladys B. Lampitoc Reyna Monique L. Lanuza	July 28, 2025 1:00-2:00
3	Disaster Risk Reduction and Management	SGOD	Rhaian A. Gamet	Aileen V. Joaquin Jadley Mel P. Piso	July 28, 2025 1:00-2:00
4	External Partnership and Management	SGOD	Gilbert P. Isla	Opresinia Z. Castillo Edwin V. Tangonan	July 28, 2025 1:00-2:00
5	Educational Assessment and Research	CID, SGOD	Eldefonso B. Natividad, Jr. Joycelyn P. Perdido Dolores Ubina Edwin V. Tangonan	Mark Louie P. Duldulao Mark Anthony R. Bensen	July 28, 2025 2:00-3:00
6	General Services Management	OSDS	Joel P. Malunao	Maylene D. Yasay Jedidiah B. Jagto	July 28, 2025 2:00-3:00
7	Financial Management	OSDS	Jennifer C. Bungubung Ma. Veronica A. Cabangisan Jaquelyn P. Mendoza	Maritess D. Diego Reyna Monique L. Lanuza	July 28, 2025 3:00-4:00

No.	Process/Team	Functional Division/ Persons Involved	Process Owner/s	Auditor	Date and Time
8	Human Resource Management and Development	OSDS	Mark Louie P. Duldulao Jadley Mel P. Piso	Jedidiah B. Jagto Aileen V. Joaquin	July 28, 2025 4:00-5:00
9	ICT Management	OSDS	Mark Anthony R. Bensan	Dolores A. Ubina Gladys B. Lampitoc	July 28, 2025 4:00-5:00
10	Infrastructure Management	SGOD	Jacqueline G. Abino	Jennifer C. Bungubung Ma. Veronica A. Cabangisan	July 29, 2025 8:00-9:00
11	Learning Delivery Management and Development	CID	CID Supervisors	Reyna Monique L. Lanuza Rhaian A. Gamet	July 29, 2025 8:00-9:00
12	Learner Support Management	SGOD	Maritess D. Diego Angelo M. Bangcud	Opresinia Z. Castillo Jadley Mel P. Piso	July 29, 2025 9:00-10:00
13	Learning Professional Development and Management for Teachers and School Leaders	SGOD	Mark Louie P. Duldulao	Eldefonso B. Natividad Jr. Aileen V. Joaquin	July 29, 2025 9:00-10:00
14	Learning Resource Management and Development	CID	Aubhrey Marie R. Oasay	Dolores A. Ubina Jocelyn L. Aribuabo	July 29, 2025 9:00-10:00
15	Legal Management	OSDS	Gerwin V. Dela Rosa	Jedidiah B. Jagto Rhaian A. Gamet	July 29, 2025 9:00-10:00
16	Organizational Development	SGOD, OSDS	Jocelyn A. Aribuabo Dolores A. Ubiña Jadley Mel P. Piso	Opresinia Z. Castillo Maritess D. Diego	July 29, 2025 9:00-10:00
17	Performance Monitoring and Evaluation	OSDS, SGOD, CID	Arnel S. Bandiola Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao	Gladys B. Lampitoc Jocelyn L. Aribuabo	July 29, 2025 10:00-11:00

No.	Process/Team	Functional Division/ Persons Involved	Process Owner/s	Auditor	Date and Time
18	Plan Formulation	OSDS, SGOD, CID	Dolores A. Ubiña Deejay Opelac Jadley Mel P. Piso	Eldefonso B. Natividad Jr. Edwin V. Tangonan	July 29, 2025 10:00-11:00
19	Policy Development	OSDS, SGOD, CID	Arnel S. Bandiola Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao	Gladys B. Lampitoc Jocelyn L. Aribuabo	July 29, 2025 11:00-12:00
20	Private Education Regulations and Development	SGOD	Jocelyn A. Aribuabo	Jadley Mel P. Piso Rhaian A. Gamet	July 29, 2025 1:00-2:00
21	Procurement Management	OSDS	BAC Secretariat BAC Members	Jennifer C. Bungubung Ma. Veronica A. Cabangisan	July 29, 2025 1:00-2:00
22	Public Affairs Management	OSDS	Jocelyn P. Perdido Rhaian A. Gamet Reyna Monique L. Lanuza	Eldefonso B. Natividad Jr. Mark Louie P. Duldulao	July 29, 2025 1:00-2:00
23	Project Management	SGOD	Gilbert P. Isla Jocelyn A. Aribuabo	Mark Anthony R. Bensen Mark Louie P. Duldulao	July 29, 2025 3:00-4:00
24	Records Management	OSDS	Reyna Monique L. Lanuza Kristine Joy Galasinao	Maylene D. Yasay Edwin V. Tangonan	July 29, 2025 3:00-4:00
25	Research Management	SGOD	Edwin V. Tangonan	Aileen V. Joaquin Gladys B. Lampitoc	July 30, 2025 8:00-9:00
26	Knowledge Management Team	Team Lead	Reyna Monique L. Lanuza	Eldefonso B. Natividad Jr. Mark Anthony R. Bensen	July 30, 2025 8:00-9:00

No.	Process/Team	Functional Division/ Persons Involved	Process Owner/s	Auditor	Date and Time
		Deputy Team Lead	Aubrhey Marie R. Oasay		
27	Quality Workplace Team	Team Lead	Joel P. Malunao	Dolores A. Ubina	July 30, 2025
		Deputy Team Lead	Angelica D. Obiano	Jadley Mel Piso	8:00-9:00
28	Risk Management Team	Team Lead,	Joycelyn P. Perdido	Maritess D. Diego	July 30, 2025
		Deputy Team Lead	Jhon Rey D. Ortal	Joycelyn L. Aribuabo	8:00-9:00
29	Training and Advocacy Team	Team Lead,	Marilou B. Sales	Eldefonso B. Natividad Jr.	July 30, 2025
		Deputy Team Lead	Mark Louie P. Duldulao	Maylene D. Yasay	10:00-11:00