



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM  
CID-2025-131

06 AUG 2025

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

**INTERNAL QUALITY PREPAREDNESS AUDIT (IQPA) CLOSING MEETING**

1. Notice is hereby issued to all auditors of the Internal Quality Audit Team about the conduct of the closing meeting on August 7, 2025 at 9:00am at the *Bulwagan ng Karunungan*, Schools Division Office.
2. Agenda of the meeting are as follows:
  - a. presentation and deliberation of the audit report;
  - b. evaluation on the conduct of preparedness audit;
  - c. formulation of the ways forward; and
  - d. other matters.
3. Attached is the list of auditors who will attend the said meeting.
4. Be guided accordingly.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

EBN/OM-Closing Meeting  
25181/August 06, 2025



SDCB RECORDS UNIT

2511881



DepEd Batac City



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Enclosure 1. List of Attendees

<b>Name</b>	<b>Role</b>
Nemalyn M. Ulep	QMR
Jocelyn L. Aribuabo	QMS Head Secretariat
Joel Andrew Aniñon	IQA Secretariat
Eldefonso B. Natividad Jr.	Team Leader
Gladys B. Lampitoc	Deputy Team Leader
Aileen V. Joaquin	Member
Opresinia Z. Castillo	Member
Maylene D. Yasay	Member
Reyna Monique L. Lanuza	Member
Jadley Mel P. Piso	Member
Jennifer C. Bungubung	Member
Ma. Veronica A. Cabangisan	Member
Mark Anthony R. Bensan	Member
Mark Louie P. Duldulao	Member
Edin V. Tangonan	Member
Rhaian A. Gamet	Member
Jedidiah B. Jagto	Member
Jocelyn L. Aribuabo	Member
Maritess D. Diego	Member
Dolores A. Ubiña	Member