



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
CID-2025-~~194~~

30 OCT 2025

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

INTERNAL QUALITY PREPAREDNESS AUDIT FOR NOVEMBER 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 November 5-7 and 10, 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. Attached is the list of auditors and their assigned processes, including the list of process owner/s for immediate reference.
5. Be guided accordingly.

ANSELMO R. ALUDINO
Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

EBN/OM-IQPA for November
25261/October 28, 2025



SDCB RECORDS UNIT

2517535



DepEd Batac City



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Enclosure 1. Audit Itinerary

Schedule of Audit

Date	Time	Activity	Venue
November 5, 2025	8:00-12:00	Opening Meeting	Bulwagan ng Karunungan
	1:00-5:00	Audit Proper	Respective Offices
November 6 & 7 2025	8:00-5:00	Audit Proper	Respective Offices
November 10, 2025	8:00-12:00	Finalization and Submission of Audit Report	Bulwagan ng Karunungan
	1:00-5:00	Closing Meeting	Bulwagan ng Karunungan

Auditors

QMS TEAMS

Process/Sub-process	Process Owners	Auditor	Date	Time
Knowledge Management Team	Team Lead, Deputy Team Lead	Gladys B. Lampitoc Aileen V. Joaquin	Nov. 5	2:00-3:00
Quality Workplace Team	Team Lead, Deputy Team Lead	Reyna Monique L. Lanuza Jedidiah B. Jagto	Nov. 5	2:00-3:00
Risk Management Team	Team Lead, Deputy Team Lead	Jennifer C. Bungubung Joycelyn L. Aribuabo	Nov. 5	2:00-3:00
Training and Advocacy Team	Team Lead, Deputy Team Lead	Eldefonso B. Natividad Jr. Opresinia Z. Castillo	Nov. 5	2:00-3:00

MANAGEMENT PROCESSES

Process/Sub-process	Process Owners	Auditor	Date	Time
Plan Formulation				
Strategic Planning	DEXECOM with the Division Planning Team	Aileen V. Joaquin	Nov. 6	8:00-9:00
Medium Term Planning				
Operational Planning	DEXECOM with the Division Planning Team including Program Coordinators/Implementers/Owners	Dolores A. Ubina		
Policy Development				
Policy Implementation	DEXECOM	Edwin V. Tangonan	Nov. 6	10:00-11:00
Policy Review	DEXECOM			
Performance Monitoring & Evaluation				
Management Meetings (a. EXECOM, b. MANCOM, c. Management Review)	DEXECOM Division MANCOM Top Management, Functional Division Chiefs	Eldefonso B. Natividad Jr.	Nov. 6	1:00-2:00

	and QMS Core Team Leaders	Gladys B. Lampitoc		
<i>Program/ Project Implementation Review</i>	DEXECOM including Program Coordinators/ Focal Persons/ Implementers/ Owners	Eldefonso B. Natividad Jr. Gladys B. Lampitoc	Nov. 6	2:00-3:00
<i>Office and Staff Performance Monitoring & Appraisal</i>	DEXECOM Performance Management Team	Jedidiah B. Jagto Joycelyn L. Aribuabo	Nov. 6	3:00-4:00
<i>Education Statistics and Monitoring</i>	SGOD (Planning)	Jennifer C. Bungubung Ma. Veronica A. Cabangisan	Nov. 7	3:00-4:00
<i>Monitoring of Citizen/ Client Satisfaction Survey</i>	SGOD Designated Information Officer Risk Management Team Admin Office/ OSDS	Marites D. Diego Opresinia Z. Castillo	Nov. 6	2:00-3:00

CORE PROCESSES

Process/Sub-process	Process Owners	Auditor	Date	Time
Learning Delivery Management and Development				
<i>Instructional Management and Supervision</i>	CES, EPSs, PSDS	Reyna Monique L. Lanuza Pepsi P. Duldulao	Nov. 7	8:00-9:00
Learning Resource Management and Development				
<i>Development of Contextualized Learning Resources</i>	EPS-LRMS	Ryan C. Ramos	Nov. 7	10:00-11:00
<i>Management of Quality Assurance of Learning Resources/ Contextualized Learning Resources</i>	CID	Joycelyn L. Aribuabo		
Education Assessment and Research				
<i>Design and Development of Assessment Framework, Programs, Tools/ Instruments</i>	CID SGOD- SMME	Jadley Mel P. Piso	Nov. 7	1:00-2:00
<i>Assessment Operation</i>	CID SGOD- SMME	Jennifer C. Bungubung		
<i>Data Analysis and Interpretation</i>	CID			
<i>Development of Education Research Framework, Design, Procedures, and Instruments</i>	CID			
<i>Conduct of Research</i>	CID			
<i>Utilization of Research Data and Information</i>	CID			
Learning/ Professional Development and Management for Teachers and School Leaders				
<i>Design and Development of Learning/ PD Standards and Programs/ Courses</i>	SGOD- HRD	Ryan C. Ramos	Nov. 7	3:00-4:00

<i>Management of Learning/ PD Programs</i>	SGOD- HRD	Gladys B. Lampitoc		
<i>Quality Assurance of Learning/ PD Programs</i>	SGOD- HRD			
<i>M & E of Learning/ PD Programs</i>	SGOD- HRD			

SUPPORT PROCESSES

Process/Sub-process	Process Owners	Auditor	Date	Time
Asset Management				
<i>Acquisition of Tangible and Intangible Assets</i>	Administrative Officer IV-Asset	Pepsi P. Duldulao	Nov. 7	10:00-11:00
<i>Asset Disposition</i>	Administrative Officer IV-Asset	Jedidiah B. Jagto		
<i>Asset Utilization and Inventory</i>	Administrative Officer IV-Asset			
Data Information Management				
<i>Data Dissemination</i>	SGOD- Planning and Research Section	Pepsi P. Duldulao	Nov. 7	1:00-2:00
<i>Data Management</i>	SGOD- Planning and Research Section	Rhaian A. Gamet		
<i>Management of Information System</i>	SGOD- Planning and Research Section			
Disaster Risk Reduction and Management				
<i>Contingency Planning, Formulation and Enhancement</i>	SGOD- PDO II	Jadley Mel P. Piso	Nov. 7	8:00-9:00
<i>DRRM Information System and Research</i>	SGOD- PDO II	Maylene D. Yasay		
<i>IEC and Advocacy for Resilience</i>	SGOD- PDO II			
<i>Learning Continuity and Resilience Interventions</i>	SGOD- PDO II			
<i>Monitoring and Evaluation of Comprehensive School Safety (CSS)</i>	SGOD- PDO II			
<i>Partnership for Strengthening Resilience</i>	SGOD- PDO II			
<i>Resilience Education</i>	SGOD- PDO II			
External Partnership Management				
<i>Commemorative and Other Related Events Management</i>	SGOD	Ma. Veronica A. Cabangisan	Nov. 7	2:00-3:00
		Maritess D. Diego		
<i>Partnership Development and Management</i>	SGOD- Social Mobilization and Networking	Ma. Veronica A. Cabangisan	Nov. 7	4:00-5:00
		Maritess D. Diego		
Financial Management (Budget, Accounting, Cash and Employee Accounts Management)				
<i>Budget Accountability Reporting</i>	Administrative Officer V- Budget	Eldefonso B. Natividad Jr.	Nov. 6	8:00-9:00
		Gladys B. Lampitoc		

<i>Budget Preparation and Approval</i>	Administrative Officer V- Budget SGOD- Planning & Research Section	Aileen V. Joaquin	Nov. 7	10:00-11:00
<i>Budget Processing and Execution</i>	Administrative Officer V- Budget SGOD- Planning & Research Section	Dolores A. Ubina		
<i>Collections and Deposits</i>	Administrative Officer IV	Jedidiah B. Jagto	Nov. 6	11:00-12:00
<i>Control of Accountable Forms</i>	Administrative Officer IV	Joycelyn L. Aribuabo		
<i>Disbursement</i>	Administrative Officer IV			
<i>Financial Accountability and Reporting</i>	Accountant III	Marites D. Diego	Nov. 6	2:00-3:00
		Opresinia Z. Castillo		
<i>Maintenance and Closure of Bank Accounts</i>	Administrative Officer IV	Jedidiah B. Jagto	Nov. 6	11:00-12:00
		Joycelyn L. Aribuabo		
<i>Monitoring and Recording of Financial Transactions</i>	Accountant III	Marites D. Diego	Nov. 6	11:00-12:00
<i>Pre-audit and Disbursements</i>	Accountant III	Opresinia Z. Castillo		
<i>Preparation of ACIC/ SLIAE</i>	Administrative Officer IV	Jedidiah B. Jagto	Nov. 6	11:00-12:00
		Joycelyn L. Aribuabo		
<i>Provident Fund Management</i>	Accountant III	Marites D. Diego	Nov. 6	11:00-12:00
<i>Systems Improvement and Administrative Service of Enhanced Financial Reporting System (EFRS),</i>	Accountant III	Opresinia Z. Castillo		
General Services Management				
<i>Clinic Management</i>	SGOD- School Health Section	Reyna Monique L. Lanuza	Nov. 6	8:00-9:00
		Mark Anthony R. Bensan		
<i>Facilities Maintenance</i>	Administrative Officer V- Admin	Rhaian A. Gamet	Nov. 6	9:00-10:00
<i>Housekeeping and Ground Maintenance</i>	Administrative Officer V- Admin	Mark Louie P. Duldulao		
<i>Security Service</i>	Administrative Officer V- Admin			
<i>Transportation Services</i>	Administrative Officer V- Admin			
Human Resource Management and Development				
<i>Compensation and Benefits</i>	Administrative Officer IV - HR	Aileen V. Joaquin	Nov. 6	2:00-3:00
<i>Employee Relations</i>	Administrative Officer IV - HR	Dolores A. Ubina		
<i>Employee's Welfare</i>	SGOD- HRD	Reyna Monique L. Lanuza	Nov. 6	1:00-2:00

		Mark Anthony R. Bensan		
Annual Physical Examination	SGOD- Health	Jennifer C. Bungubung Ma. Veronica A. Cabangisan	Nov. 7	9:00-10:00
Leave Management	Administrative Officer IV - HR	Aileen V. Joaquin	Nov. 6	2:00-3:00
Personnel Inventory	Administrative Officer IV - HR	Dolores A. Ubina		
Personnel Performance Management	SGOD- HRD Personnel Unit	Reyna Monique L. Lanuza Mark Anthony R. Bensan	Nov. 6	1:00-2:00
Personnel Records Management	Administrative Officer IV - HR	Aileen V. Joaquin Dolores A. Ubina	Nov. 6	2:00-3:00
Professional Development/ Learning and Development	SGOD- HRD	Reyna Monique L. Lanuza Mark Anthony R. Bensan	Nov. 6	1:00-2:00
Recruitment, Selection, Placement and Induction	Administrative Officer IV - HR	Aileen V. Joaquin Dolores A. Ubina	Nov. 6	2:00-3:00
Rewards and Recognition	SGOD- HRD	Reyna Monique L. Lanuza Mark Anthony R. Bensan	Nov. 6	1:00-2:00
ICT Management				
Management of ICT Solutions	ITO I	Rhaian A. Gamet	Nov. 6	3:00-4:00
Management of Technology Infrastructure	ITO I	Mark Louie P. Duldulao		
User Support / Help Desk	ITO I			
Infrastructure Management				
Evaluation/ Assessment of Construction, Repair, Rehabilitation and Maintenance of Education Facilities	SGOD- Education Facilities Section	Pepsi D. Duldulao Eldefonso B. Natividad Jr.	Nov. 7	3:00-4:00
Inspection/ Validation of Accomplishments of BEFF Projects	SGOD- Education Facilities Section			
Management of Construction, Repair, Rehabilitation and Maintenance of Education Facilities	SGOD- Education Facilities Section			

Learner Support Management (Health, Sports and Youth Formation)				
<i>Program Management</i>	SGOD	Maylene D. Yasay	Nov. 7	4:00-5:00
		Rhaian A. Gamet		
<i>School Sports</i>	Division Sports Coordinator	Eldefonso B. Natividad Jr.	Nov. 7	1:00-2:00
<i>School Health</i>	School Health Section	Ryan C. Ramos	Nov. 7	8:00-9:00
<i>Medical, Dental and Nursing Services</i>	School Health Section	Mark Louie P. Duldulao		
<i>Adolescent Reproductive Health, Mental Health and National Drug Education Program</i>	School Health Section			
<i>WASH in Schools</i>	School Health Section			
<i>School- Based Feeding Program</i>	School Health Section			
<i>Youth Formation</i>	Youth Formation Section	Divelyn P. Maddela	Nov. 7	11:00-12:00
		Jean Marie M. Vicente		
<i>Guidance and Counselling</i>	Guidance and Counselling Section	Opresinia Z. Castillo	Nov. 6	4:00-5:00
		Divelyn P. Maddela		
Legal Management				
<i>Assistance to the Office of the Solicitor General in pending case involving DepEd</i>	Legal Officer Designate	Gladys B. Lampitoc	Nov. 7	3:00-4:00
<i>Development and Implementation of DepEd Child Protection Programs</i>	Legal Officer Designate			
<i>Evaluation, Investigation, Review and/or Resolution of Complaints/ Cases of DepEd Officials, Teaching and Non-Teaching Personnel</i>	Legal Officer Designate			
<i>Legal Review of Proposed DepEd Policies, Issuances, Agreements and Other Legal Documents</i>	Legal Officer Designate			
<i>Sites Titling and Oversight of DepEd School Sites</i>	Legal Officer Designate			
Organizational Development				
<i>Organization Management</i>	SGOD	Divelyn P. Maddela	Nov. 7	3:00-4:00
		Jean Marie M. Vicente		
Private Education Regulations and Development				
<i>Evaluation of applications for the Grant of Permits to Operate and Recognition</i>	SGOD- EPS	Aileen V. Joaquin	Nov. 7	2:00-3:00
<i>Evaluation of Applications of Special Orders of Private Schools/ Technical</i>	SGOD- EPS	Mark Anthony R. Bensan		

<i>Vocational Institutions/ Non- DepEd Public Schools</i>				
<i>Endorsement of Notice of Voluntary (Temporary/ Permanent) Private Closure</i>	SGOD- EPS			
<i>Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools</i>	SGOD- EPS			
<i>Application of Summer Classes for Private Schools (Additional)</i>	SGOD- EPS			
<i>Application for Approval of School Calendar for Private Schools</i>	SGOD- EPS			
Procurement Management				
<i>Bidding Processes</i>	OSDS	Mark Louie P. Duldulao	Nov. 5	3:00- 4:00
<i>Contract Implementation</i>	End-user			
<i>Contract Monitoring</i>	OSDS			
<i>Procurement Planning</i>	OSDS	Maylene D. Yasay		
Project Management				
<i>Coordination and Linkages</i>	SGOD- Social Mobilization and Networking	Maylene D. Yasay Mark Louie P. Duldulao	Nov. 6	4:00- 5:00
<i>Project Implementation Management</i>		Mark Anthony R. Bensan Dolores A. Ubina	Nov. 5	4:00- 5:00
<i>DepEd Funded Projects</i>	SGOD- SMME	Opresinia Z. Castillo Edwin V. Tangonan	Nov. 7	2:00- 3:00
<i>SEF Funded Projects</i>	SGOD- CES	Ryan C. Ramos Jadley Mel P. Piso	Nov. 7	1:00- 2:00
<i>REAP, IGP and Innovation School- and Division- Based Projects</i>	SGOD- EPS	Divelyn P. Maddela Jean Marie M. Vicente	Nov. 7	9:00- 10:00
Public Affairs Management				
<i>Information Management and Dissemination</i>	Designated Division Information Officer	Gladys B. Lampitoc Edwin C. Tangonan	Nov. 5	4:00- 5:00
<i>Materials Production</i>	Designated Division Information Officer			
<i>Media Relations</i>	Designated Division Information Officer			
<i>Public Relations and Assistance</i>	Designated Division			

	Information Officer OSDS-Legal Unit			
<i>Publication of Issuances</i>	Records	Edwin C. Tangonan Ma. Veronica A. Cabangisan	Nov. 7	11:00-12:00
Records Management				
<i>Handling of Incoming Documents</i>	Administrative Officer IV-Records	Marites D. Diego	Nov. 7	11:00-12:00
<i>Handling of Outgoing Documents</i>	Administrative Officer IV-Records	Opresinia Z. Castillo		
<i>Records Disposition</i>	Administrative Officer IV-Records			
<i>Records Inventory</i>	Administrative Officer IV-Records			
Research Management				
<i>Call for Proposal and Proposal Evaluation</i>	SGOD- Planning and Research Section	Aileen V. Joaquin	Nov. 7	4:00-5:00
<i>Implementation and Monitoring</i>	SGOD- Planning and Research Section	Dolores A. Ubina		
<i>Dissemination of Research Results</i>	SGOD- Planning and Research Section			
<i>Archiving</i>	SGOD- Planning and Research Section			