

Republic of the Philippines Department of Education

REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM CID-2025-_

3 0 OCT 2025

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

INTERNAL QUALITY PREPAREDNESS AUDIT FOR NOVEMBER 2025

- 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.
- 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:

S. BANDIOLA

Assistant Schools Division Superintendent

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



SDCB RECORDS UNIT

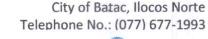
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Asuncion Street, 16-S Quiling Sur,





Enclosure 1. Audit Itinerary

Schedule of Audit

Date	Time	Activity	Venue
November 5,	8:00-12:00	Opening Meeting	Bulwagan ng Karunungan
2025	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

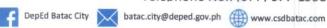
Process/Sub-process	Process Owners	Auditor	Date	Time
Knowledge Management Team	Team Lead, Deputy Team Lead	Gladys B. Lampitoc	Nov. 5	2:00- 3:00
Quality Workplace Team	Team Lead, Deputy Team Lead	Joaquin Reyna Monique L. Lanuza Jedidiah B. Jagto	Nov. 5	2:00- 3:00
Risk Management Team	Team Lead, Deputy 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

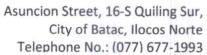
Process/Sub-process	Process Owners	Auditor	Date	Time
Plan Formulation				
Strategic Planning Medium Term Planning	DEXECOM with the Division Planning Team	Aileen V. Joaquin	Nov. 6	8:00- 9:00
Operational Planning	DEXECOM with the Division Planning Team including Program Coordinators/ Implementers/ Owners	Dolores A. Ubina		
Policy Development				
Policy Implementation	DEXECOM	Edwin V.	Nov. 6	10:00-
Policy Review	DEXECOM	Tangonan		11:00
		Jadley Mel P. Piso		
Performance Monitoring & 1				
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		
Program/ Project Implementation Review	DEXECOM including Program Coordinators/ Focal Persons/ Implementers/ Owners	Eldefonso B. Natividad Jr. Gladys B. Lampitoc	Nov. 6	2:00- 3:00
Office and Staff Performance Monitoring & Appraisal	DEXECOM Performance Management Team	Jedidiah B. Jagto Joycelyn L. Aribuabo	Nov. 6	3:00- 4:00
Education Statistics and Monitoring	SGOD (Planning)	Jennifer C. Bungubung Ma. Veronica A. Cabangisan	Nov. 7	3:00- 4:00
Monitoring of Citizen/ Client Satisfaction Survey	SGOD Designated Information Officer Risk Management Team Admin Office/ OSDS	Marites D. Diego Opresinia Z. Castillo	Nov. 6	2:00- 3:00

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









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

Process Owners	Auditor	Date	Time
Administrative	Pepsi P.	Nov. 7	10:00-
Officer IV-Asset	Duldulao		11:00
	Jagto		
ent			
SGOD- Planning	Pepsi P.	Nov. 7	1:00-
	Duldulao		2:00
	D1 ' 4		
	Gamet		
La Albania de Caración de Cara			
	7 11 75 1	Nov. 7	8:00-
SGOD- PDO II	Jadley Mel	NOV. /	9:00
	P. Piso		9.00
SCOD- PDO II			
SGOD- FDO II	Maylene D.		
SCOD- PDO II			
SGOD- I DO II	Tasay		
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	Veronica A.		3:00
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	Maritess D.		
	Diego		
SGOD- Social	Ma.	Nov. 7	4:00-
Mobilization and			5:00
Networking	Cabangisan		
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Administrative	Diego ash and Empl	oyee Acco	8:00-
	Diego ash and Empl Eldefonso B.		
Administrative	Diego ash and Empl Eldefonso B. Natividad		8:00-
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	Officer IV-Asset Administrative Officer IV-Asset Administrative Officer IV-Asset Ent SGOD- Planning and Research Section I Management SGOD- PDO II	Officer IV-Asset Administrative Officer IV-Asset Administrative Officer IV-Asset Administrative Officer IV-Asset SGOD- Planning and Research Section SGOD- Planning and Research Section I Management SGOD- PDO II SGOD- PDO II	Officer IV-Asset Administrative Officer IV-Asset Administrative Officer IV-Asset Administrative Officer IV-Asset Administrative Officer IV-Asset Ent SGOD- Planning and Research Section I Management SGOD- PDO II







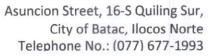


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Budget Preparation and Approval	Administrative Officer V- Budget SGOD- Planning & Research Section	Aileen V. Joaquin	Nov. 7	10:00- 11:00
Budget Processing and Execution	Administrative Officer V- Budget SGOD- Planning & Research Section	Dolores A. Ubina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





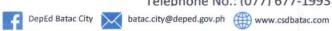




		Mark Anthony R.		
Annual Physical Examination	SGOD- Health	Bensan Jennifer C. Bungubung	Nov. 7	9:00- 10:00
		Ma. Veronica A. Cabangisan		
Leave Management	Administrative Officer IV - HR	Aileen V. Joaquin	Nov. 6	2:00- 3:00
Personnel Inventory	Administrative Officer IV - HR	Dolores A. Ubina		
Personnel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









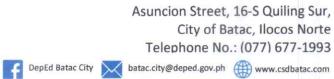


Asuncion Street, 16-S Quiling Sur,

earner Support Manageme			mation)	1 4 5 5
Program Management	SGOD	Maylene D. Yasay	Nov. 7	4:00- 5:00
		Rhaian A. Gamet		
School Sports	Division Sports Coordinator	Eldefonso B. Natividad	Nov. 7	1:00- 2:00
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School Health	School Health Section	Ryan C. Ramos	Nov. 7	8:00- 9:00
Medical, Dental and Nursing Services	School Health Section	Mark Louie		
Adolescent Reproductive Health, Mental Health and	School Health Section	P. Duldulao		
National Drug Education Program				
WASH in Schools	School Health Section			
School- Based Feeding Program	School Health Section	30		
Youth Formation	Youth Formation Section	Divelyn P. Maddela	Nov. 7	11:00- 12:00
		Jean Marie M. Vicente		
Guidance and Counselling	Guidance and	Opresinia	Nov. 6	4:00-
	Counselling Section	Z. Castillo		5:00
		Divelyn P. Maddela		
Legal Management	Legal Officer	Gladys B.	Nov. 7	3:00-
Assistance to the Office of the Solicitor General in pending case involving DepEd	Designate	Lampitoc	NOV. 7	4:00
Development and	Legal Officer			
Implementation of DepEd Child Protection Programs	Designate			
Evaluation, Investigation, Review and/or Resolution of Complaints/Cases of DepEd Officials, Teaching and Non-Teaching Personnel	Legal Officer Designate			
Legal Review of Proposed DepEd Policies, Issuances, Agreements and Other Legal Documents	Legal Officer Designate			
Sites Titling and Oversight of DepEd School Sites	Legal Officer Designate			
Organizational Developmen				
Organization Management		Divelyn P. Maddela	Nov. 7	3:00- 4:00
		Jean Marie M. Vicente		
Private Education Regulation	ons and Developme	nt		
Evaluation of applications for the Grant of Permits to	SGOD- EPS	Aileen V. Joaquin	Nov. 7	2:00- 3:00
Operate and Recognition Evaluation of Applications of Special Orders of Private Schools/ Technical	SGOD- EPS	Mark Anthony R. Bensan		





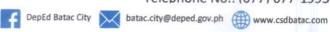


Vocational Institutions/ Non-DepEd Public Schools Endorsement of Notice of Voluntary (Temporary/ Permanent) Private Closure Validation and Evaluation of Application of Putition and other Fees Increase, No Increase and Proposed New Fees of Private Schools Application of Summer Classes for Private Schools Application of Summer Classes for Private Schools Application for Approval of School Calendar for Private Schools Application for Approval of School Calendar for Private Schools Procurement Management Bidding Processes OSDS Mark Louie P. Duldulao Contract Implementation Contract Implementation Contract Implementation Contract Implementation Coordination and Linkages SGOD-Social Mobilization and Networking Mark Louie P. Duldulao School Mark Louie P. Duldulao Mark Louie P.
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Ramos 2:00 Jadley Mel P. Piso REAP, IGP and Innovation School- and Division- Based Projects Ramos 2:00 Jadley Mel P. Piso Divelyn P. Nov. 7 Maddela 10:00 Jean Marie M. Vicente
REAP, IGP and Innovation SGOD- EPS School- and Division-Based Projects P. Piso Divelyn P. Nov. 7 Maddela 10:00 Jean Marie M. Vicente
REAP, IGP and Innovation SGOD- EPS Divelyn P. Nov. 7 9:00- School- and Division- Based Projects Jean Marie M. Vicente
REAP, IGP and Innovation SGOD- EPS Divelyn P. Nov. 7 9:00- School- and Division- Based Projects Jean Marie M. Vicente
School- and Division- Based Projects Jean Marie M. Vicente
Based Projects Jean Marie M. Vicente
Jean Marie M. Vicente
M. Vicente
Public Affairs Management
Information Management Designated Gladys B. Nov. 5 4:00-
and Dissemination Division Lampitoc 5:00 Information Edwin C.
Materials Production Designated Tangonan
Materials Production Designated Division
Information
Officer
Media Relations Designated
Division
Information
Information Officer
Information









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











Asuncion Street, 16-S Quiling Sur,