



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

28 NOV 2025

DIVISION MEMORANDUM
No. 794 s, 2025

**ENHANCEMENT AND VALIDATION WORKSHOP ON THE IMPLEMENTATION
AND DOCUMENTATION OF THE QUALITY MANAGEMENT SYSTEM**

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

1. In view of the Division Memorandum 776, s. 2025 titled Enhancement and Validation Workshop on the Implementation and Documentation of the Quality Management System, an Internal Quality Audit shall be conducted on December 1 and December 2, 2025.
2. The objective of the IQA 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, be used to benchmark good practices; and strengths that may 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 Audit Itinerary for reference.
5. For immediate dissemination and guidance of all concerned.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: DepEd Order No. 24, s. 2025
To be included in the Perpetual Index
Under the following subject:

Audit Forms Process System

SGOD/jla/Audit
250230/November 28, 2025



2519496



DepEd Batac City



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Republic of the Philippines
Department of Education



AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	Schools Division Office of Batac City
AUDIT SCHEDULE:	December 1, 2025
AUDIT SCOPE:	☒ Management Process ☒ Core Process ☒ Support Process
AUDIT OBJECTIVES:	1. Assess the Conformity to the established QMS; 2. Evaluate its effectiveness; and 3. Identify Opportunities for Improvement
AUDIT CRITERIA:	ISO 9001:2015, Customer, Legal, and Organization requirements
TEAM LEADER:	Oliver F. Gutierrez (OG)
MEMBER AUDITORS:	Stephanie Alyssa T. Montemayor (SM)
RESOURCE REQUIREMENTS:	Conference Hall Small Rooms for Auditors, Printer, 1 ream A4 bondpaper

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
December 1, 2025 - Courtesy Call to SDO Officials and Site Tour				8:00 – 8:30	Audit Team
Opening Meeting		All Auditees		8:30 – 9:00	Audit Team
Top Management	PAWIM-P-001 Plan Formulation, Performance M&E, MR	SDS, ASDS, QMR	4.1, 4.2, 4.4, 5.1 – 5.3, 9.1, 9.3, 10.1, 10.3	9:00-10:30	OG
QMS Teams	PAWIM-P-002	RMT	6.1-6.3, 7.5.1, 8.1, 9.1.1, 9.1.3	9:00-10:30	SM
	PAWIM-P-003	IQAT	9.2.1, 9.2.2	9:00-10:30	OG
	PAWIM-P-005 PAWIM-M-004	KMT	7.1.2, 7.2, 7.5, 8.1, 10.1-10.3	9:00-10:30	OG
	PAWIM-P-007	TAT	7.2, 7.3, 8.1, 9.1.1, 9.1.3, 10.3	9:00-10:30	OG
	PAWIM-P-009	QWT	7.1.3, 7.1.4. 8.1, 9.1.1	9:00-10:30	SM

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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Records Unit <i>Support Process</i>	Records Management Public Affairs Management	AO V, AO IV	4.1 - 4.4, 6.1- 6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1- 10.3	10:30-11:30	OG
Personnel Unit <i>Support Process</i>	Human Resource Management and Development	AO V, AO IV	4.1 - 4.4, 6.1- 6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	10:30-11:30	OG
Property and Supply Unit <i>Support Process</i>	Asset Management	AO V, AO IV	4.1 - 4.4, 6.1- 6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1- 10.3	10:30-11:30	SM
General Services Unit <i>Support Process</i>	General Servies Management	AO V	4.1 - 4.4, 6.1- 6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1- 10.3	10:30-11:30	SM
Wash up				11:30-12:00	Audit Team
Lunch Break				12:00-1:00	
SGOD <i>Support Process</i>	Learner Support Management Legal Management Organizational	CES, EPS	4.1 - 4.4, 6.1- 6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6,	1:00-2:00	OG



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	Development Private Education Regulations and Development		8.7, 9.1, 9.2 10.1-10.3		
School Management Monitoring and Evaluation Section <i>Support Process</i>	Education Assessment and Research Learning/Professional Development and Management For Teachers and School Leaders M&E of Learning/PD Programs	SEPS, EPS II	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	1:00-2:00	OG
Human Resource Development Section <i>Core Process</i>	Learning/Professional Development and Management for Teachers and School Leaders	SEPS, EPS II	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	1:00-2:00	OG
<i>Support Process</i>	Human Resource Management and Development				
Planning and Research Section <i>Support Process</i>	Data Information Management Financial Management Research Management	PO III	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	1:00-2:00	SM
Social Mobilization and Networking <i>Support Process</i>	Disaster Risk Reduction and Management External Partnership Management Project Management	SEPS, EPS II, PDO II	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	1:00-2:00	SM



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School Health Section <i>Support Process</i>	General Services Management Clinic Management	Medical Officer III, Dentist II and Nurse II	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	1:00-2:00	SM
CID <i>Core Process</i>	Learning Delivery Management and Development Learning Resource Management and Development Education Assessment and Research	CES, EPS, EPS II, PDO II, Librarian	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	2:00-3:00	RP
ICT Unit <i>Support Process</i>	ICT Management Public Affairs Management	ITO I	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	2:00-3:00	SM
Legal Unit <i>Support Process</i>	Legal Management	Legal Designate	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	2:00-3:00	SM
OSDS <i>Support Process</i>	Procurement Management	ASDS	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	3:00-4:00	OG



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Education Facilities Section <i>Support Process</i>	Infrastructure Management Legal Management	Engineer III	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	3:00-4:00	OG
Budget Unit <i>Support Process</i>	Financial Management Human Resource Management and Development	AO V	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	3:00-4:00	SM
Accounting Unit <i>Support Process</i>	Financial Management Human Resource Management and Development	Accountant III	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	3:00-4:00	SM
Cash Unit <i>Support Process</i>	Financial Management	AO V, AO IV	4.1 - 4.4, 6.1-6.3, 7.1.-7.5, 8.1, 8.2,8.4, 8.5, 8.6, 8.7, 9.1, 9.2 10.1-10.3	3:00-4:00	SM
Wash up				4:00 – 4:15	Audit Team
Finalization of the Audit Report				4:15 – 4:30	Audit Team
Closing Meeting	All Auditees			4:30 – 5:00	Audit Team

Prepared by:


OLIVER F. GUTIERREZ

Lead Internal Quality Audit Team

Date: 11-27-2025

Approved by:


RHODA T. RAZON

Quality Management Representative

Date: 11-28-2025



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