

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

- 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

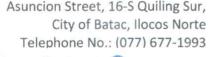


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Republic of the Philippines Department of Education



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:	Assess the Conform Evaluate its effective Identify Opportunitie	eness; and	MS;
AUDIT CRITERIA:	ISO 9001:2015, Customer, Lo	egal, and Organization r	equirements
TEAM LEADER:	Oliver F. Gutierrez (OG)		
MEMBER AUDITORS:	Stephanie Alyssa T. Monte	emayor (SM)	
RESOURCE REQUIREMENTS:	Conference Hall Small Room	s 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
	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
QMS Teams PAWIM-	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



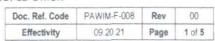




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Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
Records Unit Support Process	Records Management Public Affairs Management	AO V, AO IV	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	Human Resource Management and Development	AO V, AO IV	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	Asset Management	AO V, AO IV	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	General Servies Management	AO V	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 u)		11:30-12:00	Audit Team
	Lunch Bre	eak		12:00-1:00	
SGOD Support Process	Learner Support Management Legal Management Organizational	CES, EPS	4.1 - 4.4, 6.1- 6.3, 7.17.5, 8.1, 8.2,8.4, 8.5,	1:00-2:00	OG





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	Development Private Education Regulations		8.7, 9.1, 9.2 10.1- 10.3		
School Management Monitoring and Evaluation Section Support Process	Education Assessment and Research Learning/Professio nal Development and Management For Teachers and School Leaders M&E of Learning/PD	SEPS, EPS II	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Core Process	Programs Learning/Professio nal Development and Management for Teachers and School Leaders Human Resource	SEPS, EPS II	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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
Planning and Research Section Support Process	Management and Development Data Information Management Financial Management Research Management	PO III	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	Disaster Risk Reduction and Management External Partnership Management Project Management	SEPS, EPS II, PDO II	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	General Servies Management Clinic Management	Medical Officer III, Dentist II and Nurse II	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Core Process	Learning Delivery Management and Development Learning Resource Management and Development Education Assessment and Research	CES, EPS, EPS II, PDO II, Librarian		2:00-3:00	RP
ICT Unit Support Process	ICT Management Public Affairs Management	ITO I	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	Legal Management	Legal Designate	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	Procurement Management	ASDS	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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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Department of Education

Education Facilities Section Support Process	Infrastructure Management Legal Management	Engineer III	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	Financial Management Human Resource Management and Development	AO V	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	Financial Management Human Resource Management and Development	Accountant III	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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 Support Process	Financial Management	AO V, AO JV	4.1 - 4.4, 6.1- 6.3, 7.17.5, 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
Finalizat	tion of the Audit Report	t		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. KAZON

Quality Management Representative

Date: 11 - 28 - 2025





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