



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

30 JAN 2026

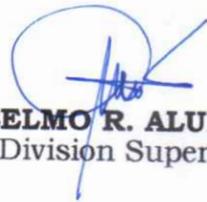
DIVISION MEMORANDUM

No. **067** s, 2026

INTERNAL QUALITY PREPAREDNESS AUDIT FOR FEBRUARY 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

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 the First Quarter Preparedness Audit on February 10-12, 2025.
2. The activity aims to:
 - a. assess the compliance of all units and sections 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 maybe 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 employees 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. Quality Management System Team Leaders shall submit QMS documents to the IQA Team Leader on or before February 9, 2026 for review.
5. Attached is the list of auditors and the assigned processes, including the list of process owner/s for immediate reference.
6. For immediate dissemination and guidance of all concerned.


ANSELMO R. ALUDINO
Schools Division Superintendent



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

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

AUDIT
PROCEDURE

PROGRAMS
MONITORING AND EVALUATION

SGOD/jla/DM-R1AATRaining
26004/January 27, 2026



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REGION I
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AUDIT ITINERARY

| | |
|------------------------------------|---|
| AUDITEE NAME & ADDRESS: | Schools Division of the City of Batac |
| AUDIT SCHEDULE: | February 10-12, 2026 |
| AUDIT SCOPE: | <input type="checkbox"/> Management Process <input type="checkbox"/> Core Process <input type="checkbox"/> Support Process |
| AUDIT OBJECTIVES: | <ol style="list-style-type: none"> 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 |
| LEAD AUDITOR: | Jocelyn L. Aribuabo |
| MEMBER AUDITORS: | Eldefonso B. Natividad, Jr. Rhaian A. Gamet Jedidiah B. Jagto Dolores A. Ubiña Ma. Veronica A. Cabangisan Jadley Mel P. Piso Jennifer C. Bungubung Aileen V. Joaquin Gladys B. Lampitoc |
| RESOURCE REQUIREMENTS: | Conference Hall |

| Office be Audited (Bureau/ Service/ Division/ Unit) | Declared Processes | Auditees (Specific Units/ Names) | Applicable Clauses | Date/ Time Covered | Auditor |
|--|---|---|--|----------------------------|--|
| Opening Meeting | | All Auditees | | Feb 10, 2025 8:30-9:30 | Audit Team |
| Top Management | PAWIM-P-001 <i>Management Review Plan Formulation Performance M&E Policy Formulation</i> | Heads of the Functional Division | 4.1, 4.2, 4.4, 5.1-5.3, 9.1,9.3, 10.1, 10.3 | Feb 10, 2025 9:30-11:30 | Team 1 JLAribuabo DAUbiña MVCabangisan JCBungubung GBLampitoc |
| QMS | PAWIM-P-002 <i>Risk Management</i> | RMT | 6.1-6.3, 7.5.1, 8.1, 9.1.1, 9.1.3 | Feb 10, 2025 1:30-2:30 | Team 2 EBNatividad RAGamet JBJagto JMPiso AVJoaquin |
| | PAWIM-P-005 <i>Documents Management Procedure</i> PAWIM-M-004 <i>Documented Information Matrix</i> | KMT | 7.1.2, 7.2, 7.5, 8.1, 10.1-10.3 | Feb 10, 2025 2:30-3:30 | |
| | PAWIM-P-007 <i>Training and Advocacy Procedure</i> | TAT | 7.2, 7.3, 8.1, 9.1.1, 9.1.3, 10.3 | Feb 10, 2025 3:30-4:30 | |
| | PAWIM-P-009 <i>Quality Workplace</i> | QWT | 7.1.3, 7.1.4, 8.1, 9.1.1 | Feb 10, 2025 4:30-5:30 | |

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| Doc. Ref. Code | PAWIM-F-008 | Rev | 00 |
| Effectivity | 09.20.21 | Page | 1 of 2 |



Certificate No. PMP 0M
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| Office be Audited (Bureau/ Service/ Division/ Unit) | Declared Processes | Auditees (Specific Units/ Names) | Applicable Clauses | Date/ Time Covered | Auditor |
|--|---|---|-----------------------|-----------------------------|---|
| Records Management <i>Support Process</i> | Records Management Public Affairs Management | AO IV | 4.1-4.4 6.1-6.3 | Feb 11, 2025 8:30-10:00 | Team 2 EBNatividad RAGamet JB Jagto JMPiso AVJoaquin |
| ICT Unit <i>Support Process</i> | ICT Management Public Affairs Management | ITO III | 7.1-7.5 | Feb 11, 2025 10:00-11:30 | |
| General Services Unit <i>Support Process</i> | General Services Management | AO V, AO IV | 8.1, 8.2 | Feb 11, 2025 1:00-2:30 | |
| OSDS <i>Support Process</i> | Procurement Management | BAC | 8.4-8.7 | Feb 11, 2025 2:30-4:00 | |
| Legal Unit <i>Support Process</i> | Legal Management | Legal Designate | 9.1, 9.2 | Feb 11, 2025 4:00-5:30 | |
| SGOD <i>Support Process</i> | Learner Support Management Legal Management Organizational Development Private Education Regulations and Development | CES, EPS | 10.1-10.3 | Feb 11, 2025 8:30-10:00 | |
| Social and Mobilization and Networking <i>Support Process</i> | Disaster Risk and Reduction Management External Partnership Management Project Management | EPS II | | Feb 11, 2025 10:00-11:30 | Team 1 JLAribuabo DAUbiña MVACabangisan JCBungubung GBLampitoc |
| School Health Section <i>Support Process</i> | General Services Management Clinic Management | Medical Officer III, Dentist II, Nurse II | | Feb 11, 2025 1:00-2:30 | |
| Curriculum Implementation Division <i>Core Process</i> | Learning Delivery Management and Development Learning Resource Management and Development Education Assessment and Research | Medical Officer III, Dentist II, Nurse II | | Feb 11, 2025 2:30-4:00 | |
| Finalization of Audit Report | | | | Feb 12, 2025 8:30-12:00 | Audit Team |
| Closing Meeting | | All Auditees | | Feb 12, 2025 1:30-5:00 | Audit Team |

Prepared by:



JOCELYN L. ARIBUABO
Lead Internal Quality Auditor

Date: _____

Reviewed by:



NEMALYN M. ULEP

Quality Management Representative

Date: 01/28/2024

Approved:



ANSELMO R. ALUDINO
Schools Division Superintendent

Date: _____