



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **274** s, 2026

04 MAY 2026

INTERNAL QUALITY PREPAREDNESS AUDIT FOR MAY 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 Second Quarter Preparedness Audit on May 13-15, 2026.
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 May 12, 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

Encl.: As stated
Reference: None
To be included in the Perpetual Index
Under the following subject:

AUDIT
PROCEDURE

PROGRAMS
MONITORING AND EVALUATION

SGOD/jla/DM-2ndQtr IQA
26016/April 30, 2026



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



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	Schools Division Office of the City of Batac
AUDIT SCHEDULE:	May 13-15, 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		8:30-9:00	Audit Team
Top Management	PAWIM-P-001 Management Review Plan Formulation Performance M&E Policy Formulation	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	Team 2 IBNatividad RAGamet DAUbiña JMPiso AVJoaquin
QMS	PAWIM-P-002 Risk Management	RMT	6.1-6.3, 7.5.1, 8.1, 9.1.1, 9.1.3	10:30- 12:00	Team 1 JLAribuabo JB Jagto MVACabangisan JCBungubung GBLampitoc
	PAWIM-P-005 Documents Management Procedure PAWIM-M-004 Documented Information Matrix	KMT	7.1.2, 7.2, 7.5, 8.1, 10.1-10.3		Team 2 EBNatividad RAGamet DAUbiña JMPiso AVJoaquin



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



Doc. Ref Code:	PAWIM-F-008	Rev.:	00
Effectivity:	09.20.2021	Page:	1 of 3

DepEd Batac City

batac.city@deped.gov.ph

www.csdbatac.com

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	PAWIM-P-007 Training and Advocacy Procedure	TAT	7.2, 7.3, 8.1, 9.1.1, 9.1.3, 10.3		Team 1 JLAribuabo JBJagto MVACabangisan JCBungubung GBLampitoc
	PAWIM-P-009 Quality Workplace	QWT	7.1.3, 7.1.4, 8.1, 9.1.1		Team 2 EBNatividad RAGamet DAUbiña JMPiso AVJoaquin
Property and Supply Unit Support Process	Asset Management	AMU	4.1-4.4, 6.1-6.3, 7.1-7.5, 8.1, 8.2, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		Team 1 JLAribuabo JBJagto MVACabangisan JCBungubung GBLampitoc
OSDS Support Process	Procurement Management	BAC	4.1-4.4, 6.1-6.3, 7.1-7.5, 8.1, 8.2, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		
Budget Unit	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, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		
Accounting Unit	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, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		
Cash Unit	Financial Management	AO V, AO IV	4.1-4.4, 6.1-6.3, 7.1-7.5, 8.1, 8.2, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		
Personnel Unit Support Process	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, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		
School Management Monitoring and Evaluation Section Core Process	Education Assessment and Research	SEPS	4.1-4.4, 6.1-6.3, 7.1-7.5, 8.1, 8.2, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		
Support Process	Learning/Profession al Development and Management for Teachers and School Leaders				

Office be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/ Names)	Applicable Clauses	Date/Time Covered	Auditor
	M&E of Learning/PD Programs				
Human Resource Development Section Core Process Support Process	Learning/Profession al Development and Management for Teachers and School Leaders Human Resource Management and Development	EPS II	4.1-4.4, 6.1-6.3, 7.1-7.5, 8.1, 8.2, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		
Planning and Research Section Support Process	Data Information Management Financial Management Research Management	SEPS, POIII	4.1-4.4, 6.1-6.3, 7.1-7.5, 8.1, 8.2, 8.4-8.7, 9.1, 9.2, 10.1- 10.3		

Prepared by:



JOCELYN L. ARIBUABO
Lead Internal Quality Auditor

Date: _____

Reviewed by:



For **NEMALYN M. ULEP**
Quality Management Representative

Date: _____

Approved:



ANSELMO R. ALUDINO
Schools Division Superintendent

Date: _____