



Republic of the Philippines
Department of Education
REGION III - CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

November 8, 2021

DIVISION MEMORANDUM

No. 494, s. 2021

CONDUCT OF 2ND INTERNAL QUALITY AUDIT

To: ASDS/QMR
Deputy QMR/ All IQA Members, DCC
Chief ES (SGOD and CID)
All Process Owners and Unit Heads
All Others Concerned

1. Please be informed of the upcoming Internal Quality Audit on November 23-25, 2021. Kindly see attached Audit Plan for your reference.
2. The internal audit aims to:
 - 2.1 evaluate compatibility and alignment of management system objectives with the strategic direction of the organization;
 - 2.2 determine continuing suitability, adequacy and effectiveness of the management system with respect to the context and strategic direction of the organization;
 - 2.3 determine level of conformance of the management system to the audit criteria;
 - 2.4 determine commitment to compliance obligations;
 - 2.5 identify opportunities for improvement;
 - 2.6 evaluate organization's capability to address risks;
 - 2.7 obtain or maintain confidence in the capability of external providers.
3. An Audit Notice will be released for all Functional Divisions/ Units/ Sections for the preparation of documented information to be used during the Internal Audit. A copy of the Internal Quality Audit Notice is also attached for further reference.
4. For clarification, you may contact the IQA Team Leader through lamberto.corpuz@deped.gov.ph or at cellphone number 0935 631 0043.

DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

LPCSEps smme 11/08/2021



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Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozone.science.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)




Certificate No. 50500731 QM15



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

INTERNAL QUALITY AUDIT NOTICE

TO : ALL DIVISION/SECTION/ UNIT HEADS
Schools Division Office – Science City of Muñoz

FROM : 
DANTE G. PARUNGAO, CESO VI
OIC-Schools Division Superintendent

DATE : NOVEMBER 8, 2021

SUBJECT : AUDIT NOTICE

Please be informed of the upcoming Internal Quality Audit on November 23-25, 2021. Kindly see attached Audit Plan for your reference.

At a minimum, all Divisions/Units/Sections are expected to be ready with the following:

1. Documented information about departmental objectives aligned with strategic objectives, with monitoring and measures (OPCR, IPCR with mid-year review status and annual rating, quarterly DMEPA).
2. Documented information about departmental risks and opportunities and effectiveness of actions to address them.
3. Master list of departmental procedures, external references, and applicable legal and regulatory requirements
4. Staff licenses (if applicable), staff qualification and development, staff profiling
5. Division/section/unit organizational chart, job descriptions/position descriptions
6. Evidences of control of service provision and control of non- conforming output and services:
 - a. Conformance to process flow
 - b. Documented status of incident reports
 - c. Regular reports submitted to direct head and top management (accomplishment report, WFP, APP, PPA, DMEPA, PMIS status report)
 - d. Mandatory reports submitted to regulatory bodies, licenses, permits, evidences of compliance



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- e. Documented status of resolutions of customer complaints/ valid negative feedback (if there's any)
 - f. Monitoring records/ means of verification (MOVs) especially those related to objectives (logbooks, unit- evaluation checklists, minutes)
 - g. Copies of closed- out corrective action reports on regulatory audits (AOM, NOV) and previous internal audits.
 - h. Control of outsourced products and services, contracts/, evaluations (suppliers, security agency, contractors, consultants, external resource persons)
 - i. Work environment management (7S tool)
 - j. Fitness for purpose of monitoring and measuring equipment (calibration, preventive maintenance, warranty status, life- span) e.g weighing scale, thermometer
 - k. Internal and external communication
 - memoranda, correspondence, special orders, issuances
 - evidence of information dissemination, orientations
 - minutes of meetings
7. Result of customer survey related to department
8. Continual improvement projects (e.g. kaizem, one-step lesson, QA studies etc)

Please inform our Audit Team Leader if auditor assignments have been overlooked, as auditors may not audit their own department/section/unit.

Your attendance in the opening and closing meeting is highly expected. Further, division/section/unit heads are advised to refrain from filing leaves of absence unless an Officer-in-Charge can act as Auditee. There shall be no rescheduling of audit outside the prescribed audit days.

For information and guidance.



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INTERNAL QUALITY AUDIT PLAN

AUDIT OBJECTIVES The internal audit aims to :

a. evaluate compatibility and alignment of management system objectives with the strategic direction of the organization;

b. determine continuing suitability, adequacy and effectiveness of the management system with respect to the context and strategic direction of the organization;

c. determine level of conformance of the management system to the audit criteria;

d. determine commitment to compliance obligations;

e. identify opportunities for improvement;

f. evaluate organization's capability to address risks;

g. provide input to the analysis aspect of business planning; and

h. obtain or maintain confidence in the capability of external providers.

SCOPE OF AUDIT Provision of Educational services

Exclusion: Clause 8.3 Design and Development

PERIOD OF AUDIT	Dates of audit:	NOV 23- 25, 2021	AUDIT LANGUAGE	ENGLISH; FILIPINO
	Date of Report Submission:	DEC.5, 2021		

AUDIT CRITERIA	*ISO 9001: 2015 QMS requirements	*Contractual obligations
	*Applicable legal and statutory requirements	*Performance criteria specially quality objectives/ KPIS/ OPCR/ IPCRF
	*Organization's management system requirements (policies, process flows, procedures, guidelines)	*Relevant interested parties requirements

IQA Team members

Leader: LAMBERTO P. CORPUZ

Deputy Team Leader: JOEL DIZON

Members: MARIANNE CORONEL, JAYSON FLORES, ALVIN TANGONAN
EVANGELINE BAUTISTA, CHARMAINE ELJIE RAYOS
ROWENA ORDONEZ, SYDORE ARIMBUYUTAN
EMILY FERNANDEZ, EMMANUEL ALVAREZ
MELANIE AQUINO, MICHELLE JAYME, PEPITO DEGUZMAN



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ITINERARY/SCHEDULE NOVEMBER 4, 23-25, 2021

Team A MARIANNE CORONEL, EMILY FERNANDEZ,
 PEPITO DE GUZMAN

Team B MICHELLE JAYME,
 CHARMAINE RAYOS, SYDORE ARIMBUYUTAN

Team C JAYSON FLORES, EMMANUEL ALVAREZ,
 EVANGELINE BAUTISTA,

Team D ALVIN TANGONAN, ROWENA ORDONEZ ,
 MELANIE AQUINO

Day 1	(Date:) NOVEMBER 4, 2021			
Time	Process	Auditors	Auditee	Clauses/ Requirement
2pm	Auditor's Meeting	IQA Team Members	NA	NA
Day 2	(Date:) NOVEMBER 23, 2021			
8:30 AM	OPENING MEETING	ALL	ALL AUDITEES	NA
9:30 - 12:00	TOP MANAGEMENT PROCESSES	TEAM A	SDS, ASDS	4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 6.1; 6.2.1; 6.2.2; 6.3; 7.1; 7.1.5; 7.5.1; 7.5.2; 7.5.3; 8.6; 8.7; 9.1; 9.1.2; 9.1.3; 9.3; 10.1; 10.2; 10.3
		TEAM B	SGOD-PLANNING	4.2; 5.1.2; 6.1; 6.2; 6.2.1; 6.3; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2.2; 8.2.3; 8.4; 8.4.2; 8.5; 8.5.2; 8.5.3; 8.5.4; 8.5.5; 8.5.6; 8.6; 8.7; 9.1; 9.1.2; 9.1.3; 9.3; 10.1; 10.2; 10.3
		TEAM C	CID-LRMDS, LIBRARIAN	
1:00 - 5:00	CORE PROCESSES	TEAM D	ITO	
		TEAM A	CID- INST'L MG'T AND ASSESSMENT	4.2; 5.1.2; 6.1; 6.2; 6.2.1; 6.3; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2.2; 8.2.3; 8.4; 8.4.2; 8.5; 8.5.2; 8.5.3; 8.5.4; 8.5.5; 8.5.6;
		TEAM B	SGOD-RESEARCH	



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				8.6; 8.7; 9.1; 9.1.2; 9.1.3; 9.3; 10.1; 10.2; 10.3
	ADMIN SERVICES	TEAM C	DRRM	4.2; 5.1; 5.1.2; 5.2; 5.3; 6.1; 6.2; 6.3;
		TEAM D	CASH/ RECORDS	7.1; 7.1.3; 7.1.4; 7.1.5; 7.1.6; 7.1.9; 7.2; 7.3; 7.4; 7.8; 8.4; 9.1.3; 9.3; 10.1; 10.3
Day 3 (Date:) NOVEMBER 24, 2021				
8:30 - 12:00	ADMIN SERVICES	TEAM A	PERSONNEL/ SUPPLY/ GENERAL SERVICES	4.2; 5.1; 5.1.2; 5.2; 5.3; 6.1; 6.2; 6.3; 7.1.3; 7.1.4; 7.1.5; 7.1.6; 7.2;
		TEAM B	ACCOUNTING	7.3; 7.4; 8.4;
	FINANCE / ACCOUNTING SERVICES	TEAM C	BUDGET	9.1.3; 9.3; 10.1; 10.3
	CORE PROCESSES	TEAM D	CID - ALS	4.2; 5.1.2; 6.1; 6.2; 6.2.1; 6.3; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2.2; 8.2.3; 8.4; 8.4.2; 8.5; 8.5.2; 8.5.3; 8.5.4; 8.5.5; 8.5.6; 8.6; 8.7; 9.1; 9.1.3; 10.2; 10.3
1:00 - 5:00	CONTROL OF OUTSOURCED SERVICES/ EVALUATION OF SUPPLIERS	TEAM A	BAC COMMITTEE	5.1.2; 6.1; 6.2; 6.3; 7.1.6; 7.2; 7.3; 7.4; 8.4; 8.4.3; 9.1.3;
	CORE PROCESSES	TEAM B	SGOD- YFD	4.2; 5.1; 5.1.2; 5.3; 6.1; 6.2; 6.3; 7.1; 7.1.3; 7.1.4; 7.1.5; 7.1.6;
		TEAM C	SGOD - HRD	7.2; 7.3; 7.4; 8.4; 9.1.3; 9.3; 10.1; 10.3



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		TEAM D	CID - MADRASAH, OPEN HIGH SCHOOL	4.2; 5.1.2; 6.1; 6.2; 6.2.1; 6.3; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2.2; 8.2.3; 8.4; 8.4.2; 8.5; 8.5.2; 8.5.3; 8.5.4; 8.5.5; 8.5.6; 8.6; 8.7; 9.1; 9.1.3; 10.2; 10.3
Day 4	(Date:) NOVEMBER 25, 2021			
8:30 - 12:00	DCC PROCESSES	TEAM A	DCC	7.5; 10
	IQA PROCESSES	DEPUTY IQA	IQA TEAM LEADER	9.2; 10.2; 10.3
1:00 - 5:00	MANAGEMENT REVIEW	DEPUTY QMR	QMR	

Prepared by:

LAMBERTO P. CORPUZ
 IQA, Team Leader
 Date: 11/4/2021

Reviewed by:

WINNIE W. POLI
 EPS-MATH., Deputy QMR
 Date: 11/4/2021

Recommending Approval:

ZUREX T. BACAY, PhD
 Asst. Schools Division Supt./ QMR
 Date: _____

Approved:

DANTE G. PARUNGAO, CESO VI
 OIC-Schools Division Superintendent
 Date: 11/4/2021

