



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

June 21, 2022

**DIVISION MEMORANDUM**

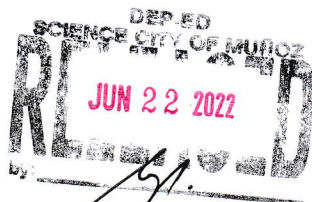
No. 333, s. 2022

**CONDUCT OF INTERNAL QUALITY AUDIT**

To: Quality Management Representative  
Deputy Quality Management Representative  
Internal Quality Audit Team Members  
Document Control Custodian  
Chief Education Supervisors  
All Process Owners and Unit Heads  
All Others Concerned

1. Please be informed of the upcoming Internal Quality Audit on June 29 to July 1, 2022. 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.
4. For clarification, you may contact the IQA Team Leader through [lamberto.corpuz@deped.gov.ph](mailto:lamberto.corpuz@deped.gov.ph) or at cellphone number 0935 631 0043.

LPCSeps smme 6/21/2022



  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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**REGION III – CENTRAL LUZON**  
**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ**

**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

<b>PERIOD OF AUDIT</b>	<i>Dates of audit:</i> June 29 to July 1, 2022	<b>AUDIT LANGUAGE</b>	<b>ENGLISH; FILIPINO</b>
	<i>Date of Report Submission:</i> July 6, 2022		

<b>AUDIT CRITERIA</b>	*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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Republic of the Philippines

**Department of Education**

**REGION III - CENTRAL LUZON**

**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ**

ITINERARY/SCHEDULE **June 29-30, July 1, 2022**

- Team A** MARIANNE CORONEL, EMMANUEL ALVAREZ  
PEPITO DE GUZMAN
- 
- Team B** MICHELLE JAYME,  
CHARMAINE RAYOS, SYDORE ARIMBUYUTAN
- 
- Team C** JAYSON FLORES, EMILY FERNANDEZ,  
EVANGELINE BAUTISTA,
- 
- Team D** ALVIN TANGONAN, ROWENA ORDONEZ,  
MELANIE AQUINO
- 

Day	(Date:)			
Day 1	June 22, 2022			
Time	Process	Auditors	Auditee	Clauses/ Requirement
2pm	Auditor's Meeting	IQA Team Members	NA	NA
Day 2	June 29, 2022			
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	SUPPLY/ ITO	4.2; 5.1.2; 6.1; 6.2; 6.2.1; 6.3;
		TEAM A	CID-INSTRUCTIONAL SUPERVISION, MANAGEMENT	

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## Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

			AND ASSESSMENT	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 B	SGOD-RESEARCH	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
<b>Day 3</b>		<b>(Date:) June 30, 2022</b>		
8:30 - 12:00	ADMIN SERVICES	TEAM A	PERSONNEL/GENERAL SERVICES	4.2; 5.1; 5.1.2; 5.2; 5.3; 6.1; 6.2; 6.3;
		TEAM B	ACCOUNTING	7.1.3; 7.1.4; 7.1.5; 7.1.6; 7.2; 7.3; 7.4;
	FINANCE / ACCOUNTING SERVICES	TEAM C	BUDGET/CASH	8.4; 9.1.3; 9.3; 10.1; 10.3
	CORE PROCESSES	TEAM D	CID - INCLUSIVE EDUCATION	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;
		TEAM C	SGOD - HRD	7.1; 7.1.3; 7.1.4; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 8.4;

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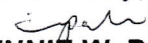




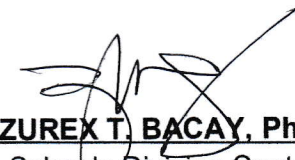
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				10.1; 10.3
		TEAM D	CID - ALS	4.2; 5.1.2; 6.1; 6.2; 6.2.1; 6.3; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2.2; 8.2.3; 8.4; 8.4.2; 8.5; 8.5.2; 8.5.3; 8.5.4; 8.5.5; 8.5.6; 8.6; 8.7; 9.1; 9.1.3; 10.2; 10.3
<b>Day 4 (Date:) July 1, 2022</b>				
8:30 - 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: June 1, 2022

Reviewed by:  
  
**WINNIE W. POLI**  
 EPS-MATH./ Deputy QMR  
 Date: \_\_\_\_\_

Recommending Approval:

  
**ZUREX T. BACAY, PhD**  
 Asst. Schools Division Supt./ QMR  
 Date: \_\_\_\_\_

Approved:

  
**DANTE G. PARUNGAO, CESO V**  
 Schools Division Superintendent  
 Date: \_\_\_\_\_

