



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

December 12, 2022

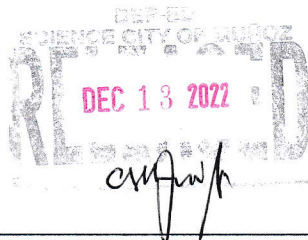
DIVISION MEMORANDUM

No. 634, s. 2022

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

CONDUCT OF INTERNAL QUALITY AUDIT

1. Please be informed of the upcoming Internal Quality Audit on December 15 to 16, 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; and
 - 2.6 evaluate organization's capability to address risks.
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 or at cellphone number 0935 631 0043.




DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

LPCSepts smme 12/12/2022

Loyal, Excellent, Accountable and Dedicated to Service

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.05 (09.23.22)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education

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

Attachment to Division Memorandum No. 634 s. 2022

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

SCOPE OF AUDIT Provision of Educational services
 Exclusion: Clause 8.3 Design and Development

PERIOD OF AUDIT	Dates of audit:	Dec.16, 2022	AUDIT LANGUAGE	ENGLISH; FILIPINO
	Date of Report Submission:	Dec. 27, 2022		

AUDIT CRITERIA	*ISO 9001: 2015 QMS requirements	*Contractual obligations
	*Applicable legal and statutory requirements	*Performance criteria especially 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



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph
 DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education

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

Members: MARIANNE CORONEL, JAYSON FLORES, ALVIN TANGONAN
EVANGELINE BAUTISTA, CHARMAINE ELJIE RAYOS, SYDORE ARIMBUYUTAN

ITINERARY/SCHEDULE Dec. 16 and 27, 2022

Team A MARIANNE CORONEL, SYDORE ARIMBUYUTAN

Team B EVANGELINE BAUTISTA CHARMAINE RAYOS,

Team C JAYSON FLORES, ALVIN TANGONAN

Day _1_	(Date:) Dec 16, 2022			
Time	Process	Auditors	Auditee	Clauses/ Requirement
8:00-8:30 AM	Auditor's Meeting	IQA Team Members	NA	NA
8:30 AM	OPENING MEETING	ALL	ALL AUDITEES	NA
	CORE PROCESSES	TEAM A	SGOD-RESEARCH	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 B	CID- LRMDS, LIBRARIAN	
		TEAM C	DRRM	
Afternoon				
	CORE PROCESSES	TEAM A	BUDGET	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
		TEAM B	CID - ALS	
	CORE PROCESSES	TEAM C	SGOD - HRD	4.2; 5.1; 5.1.2; 5.3;

Loyal, Excellent, Accountable and Dedicated to Service

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

Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education

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

				6.1; 6.2; 6.3; 7.1; 7.1.3; 7.1.4; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 8.4; 9.1.3; 9.3; 10.1; 10.3
4:00 - 5:00	MANAGEMENT REVIEW	DEPUTY QMR	QMR	

Prepared by:

LAMBERTO P. CORPUZ

IQA Team Leader

Date: _____

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: _____



Loyal, Excellent, Accountable and Dedicated to Service

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

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. 50500731 QM15