

REPUBLIC OF THE PHILIPPINES
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF TANGUB CITY

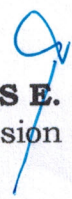
February 18, 2020

DIVISION MEMORANDUM
No. 13, s. 2020

CONDUCT OF AN INTERNAL AUDIT IN THE DIVISION OFFICE

To: Schools Division Superintendent
Asst. Schools Division Superintendent
Section Heads
Internal Auditors
This Division

1. This is to announce the Conduct of An Internal Audit in the Division Office on February 19-20, 2020 based on the Internal Audit Plan submitted by the Division Office Internal Auditors.
2. Please see attached Internal Audit Plan.
3. Immediate and wide dissemination of this Memorandum is desired.


AGUSTINES E. CEPE, CESO V
School Division Superintendent

AEC/rtm/2/18/20





DIVISION OFFICE INTERNAL AUDIT PLAN

**OBJECTIVE
 CRITERIA**

To assess the effectiveness of the Quality Management System and the organizations overall performance.
 ISO 9001:2015

**SCOPE
 AUDIT DATE**

Provision of educational management services (governance and operations, curriculum implementation) to schools and learning centers offering the basic education program.

**AUDITORS
 LANGUAGE**

Roger R. Duhaylungsod, Anna Daphne Mugar, Krizza Lorraine E. Duhaylungsod, Rene Boy G. Roxas, Bride Joy M. Candano, Delma R. Denapo, Eflada D. Enerio, Sheldon F. Honculada, Jolito P. Vince, Mario Esteban C. Arsenal, Marilou S. Galvez, Sherly C. Alivio
 ENGLISH and BISAYA

DATE /TIME	AREA	ELEMENT	AUDITEE	AUDITOR
February 19,2020 /1:00:00 PM- 3:00 PM	SDS	4.1, 4.2, 4.3, 4.4 , 5.1, 5.2, 5.3, 6.1 , 6.2 , 6.3, 7.1.1, 7.1.2, 8.7, 9.3, 10.1, 10.3	AGUSTINES E. CEPE	BRIDE JOY M. CANDANO
February 19,2020 /1:00:00 PM- 3:00 PM	ASDS	4.1, 4.2, 4.3, 4.4 , 5.1, 5.2, 5.3, 6.1 , 6.2 , 6.3, 7.1.1, 7.1.2, 8.7, 9.3, 10.1, 10.3	ROSEMARIE T. MACESAR	MARILOU S. GALVEZ
February 19,2020 /1:00:00 PM- 3:00 PM	ICT	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.3, 7.1.6, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 9.1.2, 10.1, 10.3	ALDEN M. ANTONIO	RENE BOY G. ROXAS
February 19,2020 /1:00:00 PM- 3:00 PM	ADMINISTRATIVE & GENERAL SERVICES	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.3, 7.1.4, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1.2, 10.1, 10.3	MARGISSA T. AMEN	MARIO ESTEBAN C. ARSENAL
February 19,2020 /1:00:00 PM- 3:00 PM	BUDGET	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 10.1, 10.3	BUDGET PERSONNEL	KRIZZA LORRAINE E. DUHAYLUNGSOD
February 19,2020 /1:00:00 PM- 3:00 PM	ACCOUNTING	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 10.1, 10.3	ACCOUNTING PERSONNEL	SHIELDON F. HONCULADA
February 19,2020 /3:00 PM- 5:00 PM	CASH	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 10.1, 10.3	CASH PERSONNEL	ANNA DAPHNE C. MUGAR

February 19,2020 /1:00:00 PM- 3:00 PM	RECORDS	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 10.1, 10.3	CARELYN L. VILLEGAS	EFLEDA D. ENERIO
February 19,2020 /3:00 PM- 5:00 PM	HRMO	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.2, 7.3, 8.1, 8.2, 8.5, 8.6, 10.1, 10.3	HRMO PERSONNEL	BRIDE JOY M. CANDANO
February 19,2020 /1:00:00 PM- 3:00 PM	SUPPLY	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.4, 8.5, 8.6, 10.1, 10.3	RONIE E. SENARILLOS	DELMA R. DENAPO
February 19,2020 /3:00 PM- 5:00 PM	CID CHIEF	4.1, 4.2, 4.3, 4.4 , 5.1, 5.2, 5.3, 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 8.5, 8.6, 8.7, 9.3, 10.1, 10.3	CARMELITA A. JUBAY	RENE BOY G. ROXAS
February 19,2020 /3:00 PM- 5:00 PM	EPS	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.3, 8.5, 8.6, 9.1.1, 10.1, 10.3	EPS'S	MARIO ESTEBAN C. ARSENAL
February 20,2020 /8:00 AM- 10:00 AM	DIC	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.3, 8.5, 8.6, 9.1.1, 10.1, 10.3	DIC'S	DELMA R. DENAPO
February 20,2020 /8:00 AM- 10:00 AM	LRMDS	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.3, 8.5, 8.6,, 10.1, 10.3	GINA L. MANDAWAWE	DAPHNE C. MUGAR
February 19,2020 /3:00 PM- 5:00 PM	SGOD CHIEF	4.1, 4.2, 4.3, 4.4 , 5.1, 5.2, 5.3, 6.1 , 6.2 , 6.3, 7.1.1, 7.1.3, 7.1.6, 8.5, 8.6, 8.7, 9.3, 10.1, 10.3	MYRNA T. REGIDOR	ROGER F. DUHAYLUNGSOD
February 19,2020 /1:00 PM- 3:00 PM	PLANNING	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 9.1.1, 10.1, 10.3	DOROTHY P. NERI	JOLITO P. VINCE
February 20, 2020/10:00AM-12:00AM	RESEARCH	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 9.1.1, 10.1, 10.3	MARILOU S. GALVEZ	JOLITO P. VINCE
February 20,2020 /8:00 AM- 10:00 AM	HRTD	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.2, 7.3, 8.1, 8.2, 8.3, 8.5, 8.6, 10.1, 10.3	RENE BOY G. ROXAS	SHIELDON F. HONCULADA

February 19,2020 /3:00 PM- 5:00 PM	SCHOOL FACILITIES	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.3, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 10.1, 10.3	WILFREDO B. CANETE	JOLITO P. VINCE
February 20,2020 /8:00 AM- 10:00 AM	SCHOOL HEALTH	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.5, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 10.1, 10.3	HEALTH PERSONNEL	EFLEDA D. ENERIO
February 20,2020 /8:00 AM- 10:00 AM	DRRM/YFP/ GUIDANCE	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.4, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 10.1, 10.3	ARNIEL B. MEHOY	KRIZZA LORRAINE E. DUHAYLUNGSOD
February 20,2020 /8:00 AM- 10:00 AM	M&E	4.1, 4.2, 4.4 , 6.1 , 6.2 , 6.3, 7.1.1, 7.1.6, 7.3, 8.1, 8.2, 8.5, 8.6, 9.1.1, 10.1, 10.3	MARIO ESTEBAN C. ARSENAL	MARILOU S. GALVEZ
February 20,2020 /8:00 AM- 10:00 AM	BAC	8.4, 10.1, 10.3	BAC COMMITTEE	MARIO ESTEBAN C. ARSENAL
February 20,2020 /8:00 AM- 10:00 AM	INTERNAL AUDIT	9.2, 10.1, 10.2, 10.3	ROGER F. DUHAYLUNGSOD	SHERLY C. ALIVIO
February 19,2020 /3:00 AM- 5:00 AM	CI	8.7, 10.1, 10.2, 10.3	MARILOU GALVEZ	SHIELDON F. HONCULADA
February 20,2020 /8:00 AM- 10:00 AM	DOCS CONTROL	7.5, 10.1, 10.3	DOCS CONTROL TEAM	BRIDE JOY M. CANDANO
February 19,2020 /1:00:00 PM- 3:00 PM	RISK MGT TEAM	6.1, 7.5, 10.1, 10.3	DANILO OMEGA	ROGER F. DUHAYLUNGSOD