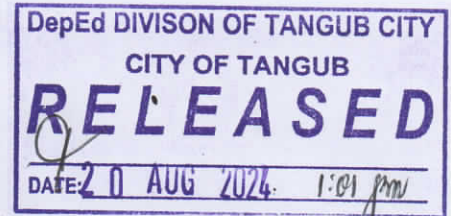




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



August 13, 2024

DIVISION MEMORANDUM

No. 275 s. 2024

**CONDUCT OF INTERNAL QUALITY AUDIT IN ALL SECTIONS/OFFICES
 OF DEPED TANGUB CITY DIVISION**

To: Assistant Schools Division Superintendent (ASDS)
 Chief Education Program Supervisors (CID & SGOD)
 QMS Teams
 Section Heads
 All Others Concerned

1. Conforming to DepEd Order No.009 s. 2021 re Institutionalization of a Quality Management System in the Department of Education, this Division announces the schedule for the conduct of **IQA-Internal Quality Audit** this coming August 27-29,2024.
2. Establishing a QMS certifiable to ISO standards shall provide the Department with the following benefits:
 - a. improved quality of service through streamlining and standardization of processes and reduction of variability in implementation;
 - b. increased productivity and efficiency through clarity in processes and process holders;
 - c. strengthened accountability through transparent communication within and among offices and personnel in the organization and its external stakeholders;
 - d. enhanced client satisfaction through improvement of the organization's ability to fully understand and consistently meet client requirements; and
 - e. continued performance excellence through institutionalization of continuous improvement as a core value and practice of the Department.
4. Part of establishing a QMS in DepEd is ensuring that all processes and standards are well-documented and operationalized by the respective process holders.
5. Please refer to the attachment for the complete details.
6. This Office directs the immediate and wide dissemination of this Memorandum.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent *Shambae*

Ref.: DO 009, s. 2021
 To be indicated in the Perpetual Index
 Under the following subjects:

QMS IQA ISO
 CID/sau_rab



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Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY

(Enclosure to Division Memorandum No. 275 s. 2024)

**SCHEDULE FOR THE CONDUCT OF INTERNAL QUALITY AUDIT IN ALL
 SECTIONS/OFFICES OF DEPED TANGUB CITY DIVISION**

Date	Section/Office to be Audited	Clause to be Audited	Assigned Auditor/s
August 27, 2024	CID	<ul style="list-style-type: none"> • Clause 4.1 • Clause 4.2 • Clause 4.3 • Clause 4.4 	IQA TEAM B
August 27, 2024	SGOD	<ul style="list-style-type: none"> • Clause 4.1 • Clause 4.2 • Clause 4.3 • Clause 4.4 	IQA TEAM A
August 28, 2024	FINANCE <ul style="list-style-type: none"> • ACCOUNTING • BUDGET OFFICE 	<ul style="list-style-type: none"> • Clause 4.1 • Clause 4.2 • Clause 4.3 • Clause 4.4 	IQA TEAM A
August 28, 2024	ADMIN OFFICE <ul style="list-style-type: none"> • HR • RECORDS • CASHIER • SUPPLY 	<ul style="list-style-type: none"> • Clause 4.1 • Clause 4.2 • Clause 4.3 • Clause 4.4 	IQA TEAM B
August 29, 2024	IT OFFICE	<ul style="list-style-type: none"> • Clause 4.1 • Clause 4.2 • Clause 4.3 • Clause 4.4 	IQA TEAM A
August 29, 2024	LEGAL OFFICE	<ul style="list-style-type: none"> • Clause 4.1 • Clause 4.2 • Clause 4.3 • Clause 4.4 	IQA TEAM B

(IQA) Internal Quality Audit Team	Lead Person-<u>Roger A. Baril</u> EPS-CID
	Representatives: <u>IQA TEAM-A</u> <ul style="list-style-type: none"> • Romel E. Huertas-EPS-CID • Puriza L. Legaspi-EPS-CID • Jomah Lee U. Jakosalem EPS-CID
	<u>IQA TEAM-B</u> <ul style="list-style-type: none"> • Sheldon F. Honculada-EPS-SGOD • John Lyric D. Poligrates-OSDS • Cheryl S. Cartala-OSDS



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Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF TANGUB CITY

AUDIT CHECKLIST

Office/ Process:		Date and Time of Audit:	
Auditee:		Auditor:	

Audit Criteria:
 ISO 9001:2015 standard, Customer requirements, Organizational Requirements, Statutory & Regulatory requirements

QUESTION	CLAUSE/ REFERENCE	EVIDENCE <small>(what to look for during the audit?)</small>	FINDING	REMARKS <small>(describe the observation on the extent of conformance with the specified requirements)</small>
How does the organization determine, review and update its internal and external issues?	4.1	<ul style="list-style-type: none"> Updated SWOT Matrix Minutes of the Meeting 		
How do you review and update the requirements and expectations of interested parties? Can you share any recent developments?	4.2	<ul style="list-style-type: none"> Minutes of the MR, List of Interested Parties 		
How did you ensure that the scope includes all relevant products, services, and processes covered by the QMS?	4.3	<ul style="list-style-type: none"> QMS Manual Operations Manual (QCP Aligned with the process matrix) 		
How do you maintain and/or continually improve the QMS processes and its interactions?	4.4	<ul style="list-style-type: none"> QMS Manual Operations Manual 		

DESCRIPTION OF FINDINGS:

C	<u>CONFORMING</u> The requirement has been met; Good Observation; Commendable Finding	NC	<u>NONCONFORMITY</u> Failure to meet any requirement or criteria – ISO 9001:2015, customer, legal, organizational	OFI	<u>OPPORTUNITY FOR IMPROVEMENT</u> The requirement was met; however, it needs to be improved	NA	<u>NOT APPLICABLE</u> Question/Requirement doesn't fit the process
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Prepared by: _____

Reviewed and Approved by: _____

Date: _____
Auditor

Date: _____
Audit Team Leader

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Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF TANGUB CITY

AUDIT REPORT

Office Audited:		Date of Audit:	
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Audit Objective:

Audit Coverage:

Process/Office	Clauses/Requirements	Auditee	Auditor

CONFORMORMITIES (General descriptions of practices, activities, methodologies, etc. that are conforming to standards. May also mention commendable findings that are worth recognizing)

NONCONFORMORMITY (Practices, documentations, activities, outputs, etc. that do not fulfill the requirements)

No.	Description on Nonconformity (what is happening/what is the issue?)	Requirement (clause/reference which was not fulfilled)	Evidence (objective evidences that support the description)

OPPORTUNITIES FOR IMPROVEMENT:
 (Observed situations that do not actually violate any standard or requirement but may result to potential nonconformities.)

OTHER RELEVANT MATTERS:

AUDIT CONCLUSION:

PREPARED BY: _____ Audit Team Leader	REVIEWED AND APPROVED BY: _____ Lead Internal Quality Auditor
ACKNOWLEDGED BY: _____ Head of Office	

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AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	
AUDIT SCHEDULE:	
AUDIT SCOPE:	<input type="checkbox"/> Management Process <input type="checkbox"/> Core Process <input type="checkbox"/> Support Process
AUDIT OBJECTIVES:	
AUDIT CRITERIA:	
LEAD AUDITOR:	
MEMBER AUDITORS:	
RESOURCE REQUIREMENTS:	

Office be Audited (Bureau/Service/ Division Unit)	Declared Processes	Auditees (Specific Units/Names)	Applicable Clauses	Date/Time Covered	Auditor

Prepared by:

Reviewed and Approved by:

Auditor Team Leader
 Date:

Audit Team Lead Internal Quality Auditor
 Date:

Doc.Ref. Code	PAWIN-F-008	Rev	00
Effectivity	09.20.21	Page	1 of 1



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