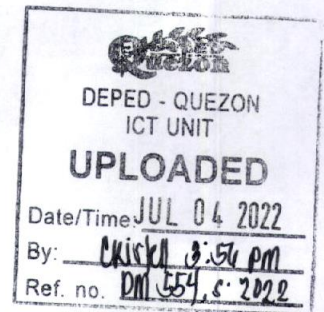




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



01 July 2022


DIVISION MEMORANDUM

DM No. 554, s. 2022

SCHEDULE OF ENTRY CONFERENCE

To: Assistant Schools Division Superintendents
PSDS of Gumaca East & West District
PSDS of Dolores District
School Head of Panikihan ES & Gumaca NHS
School Head of Dolores CES & Sta. Lucia NHS
District & School Property Custodians Panikihan ES & Gumaca NHS
District & School Property Custodians of Dolores CES & Sta. Lucia NHS
All Others Concerned

1. The Internal Audit Service – Operations Audit Division of Central Office will conduct an Audit Follow-Up on the Implementation of Recommendations and Management Action Plans from Internal Audit Report 2019-002, Rapid Assessment of Buffer Stocks Inventory Management: Textbooks and Instructional/Learning Materials Program on July 5-15, 2022 in SDO Quezon.
2. Attached herewith is the Memorandum IAS-OD-2022-146 from the Office of the Director for your guidance and reference.
3. Please see also the Schedule of Entry Conference for the complete list of participants to discuss the objectives, scope, processes of the audit and timelines in connection with the engagement.
4. Immediate dissemination of and strict compliance to this Memorandum is highly desired.


ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUPmcsr07/01/2022
DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education
INTERNAL AUDIT SERVICE

Office of the Director

MEMORANDUM

IAS-OD-2022-146

FOR : **Heads of Concerned Offices**

Central Office

*Bureau of Learning Resources
Asset Management Division*

Regional Office (RO) IV-A

*Asset Management Section
Learning Resources Management Section
Planning Section*

Schools Division Office (SDO) - Quezon Province

*Property and Supply Unit
Learning Resources Management Development System
Planning Unit
District of Dolores
Dolores Central School
Sta. Lucia National High School*

FROM : 
LEILANI L. GALVEZ
Director IV

SUBJECT : **AUDIT FOLLOW-UP ON THE IMPLEMENTATION OF
RECOMMENDATIONS AND MANAGEMENT ACTION PLANS
FROM INTERNAL AUDIT REPORT 2019-002, RAPID
ASSESSMENT OF BUFFER STOCKS INVENTORY MANAGEMENT:
TEXTBOOKS AND INSTRUCTIONAL/ LEARNING MATERIALS
PROGRAM**

DATE : June 20, 2022

1. The **Internal Audit Service – Operations Audit Division**, as authorized by the Office of the Secretary per Memorandum IAS-OD-2022-132, will undertake the subject activity to (a) determine the progress of implementation of the recommendations and management action plans; (b) determine the adequacy of preventive/corrective actions taken by management to address the inadequacies/findings; and (c) recommend appropriate legal and/or management remedies for non-implementation of recommendations and inadequate preventive/corrective actions.
2. This activity will be conducted to complete the audit process/cycle as required in

the Revised Philippine Government Internal Audit Manual (RPGIAM).

3. It will focus on the status of implementation of recommendations and management action plans to address the audit findings/observations in the Rapid Assessment of Buffer Stocks Inventory Management and will be conducted in the following offices:

Central Office	• Bureau of Learning Resources
	• Asset Management Division
Regional Office IVA - CALABARZON	• Asset Management Section
	• Learning Resources Management Section
	• Planning Section
Schools Division Office - Quezon Province	• Property and Supply Unit
	• Learning Resources Management Development System
	• Planning Unit
	• District of Dolores
	- Dolores Central School
	- Sta. Lucia National High School
	• District of Gumaca (additional sample schools)
	- Gumaca National High School
	- Panikihan Elementary School

4. In view of the conduct of various activities in the Central Office from June 20 to 24, 2022, enclosed is an Advisory to clarify the period for the conduct of Audit Follow-up on June 27 to July 19, 2022, or a total of nineteen (19) days:

Schedule	No. of Days	Location
June 27-July 1, 2022	5	Central Office
July 4-15, 2022	12	RO IVA / SDO Quezon
July 18-19, 2022	2	DepEd Warehouse, Taguig City
Total	19	

5. The Audit Team is composed of the following:

Team Manager :	Emilio Q. Agamanos Jr, Internal Auditor V
Team Leader :	Gary R. Pulumbarit, Internal Auditor IV
Members :	Rodolfo E. Yaba, Internal Auditor III
	Renelyn P. Briones, Internal Auditor I
	Jhesuen P. Obelo, Internal Auditor I

6. To commence the engagement, an **Entry Conference for the Central Office** will be held on **June 27, 2022, 9:00AM to 11:00AM, IAS Conference Room**. The concerned officers/staff involved in the subject for review are required to attend said meeting.
7. **Separate entry conferences** will be held in **RO IV-A and SDO Quezon Province on July 4 and 5, 2022, respectively.**
8. The **purpose of the Conferences is** to discuss the objectives, scope, processes of the audit, timelines and to respond to issues that the auditees may need to raise

in connection with the engagement. We will be coordinating with you as regards the logistical arrangements for these meetings.

9. During the follow-up audit, the concerned officers/staff will be requested to submit the status of implementation of approved recommendations and management action plans with supporting documents and/or justification in case of non-implementation/inadequate implementation.
10. The full support and cooperation of all concerned officials/personnel for all the necessary procedures to be undertaken is enjoined.
11. For concerns and questions, your staff may directly coordinate with this Office at ias.od@deped.gov.ph or through (02) 8706-5663, cc: the above-signed at leilani.galvez@deped.gov.ph.

Encl. A/S

Approved Authority to Conduct Audit
Advisory dated June 14, 2022

cc: Office of the Secretary
Office of the Undersecretary and Chief of Staff
Office of the Undersecretary for Curriculum and Instruction
Office of the Undersecretary for Administration
Office of the Assistant Secretary for Administration and Procurement
Office of the Director, Administrative Service
Office of the Regional Director, RO IV-A
Office of the Schools Division Superintendent (SDS), Quezon Province