



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

26 October 2021

DIVISION MEMORANDUM
DM No. 825, s. 2021

**CONDUCT OF QUALITY MANAGEMENT SYSTEM (QMS)
YEAR-END INTERNAL AUDIT**

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Internal Quality Auditors
QMS Committees
Section Heads
All Concerned

1. With the aim of effective One DepEd One QMS Implementation, please let it be known to all that the Internal Quality Audit Team will conduct a three-stage Quality Management System (QMS) year-end remote audit. Details of the three-stage audit were broken down as follows:

<u>Stage</u>	<u>Date</u>	<u>Activity</u>
Stage 1	November 5, 2021	Submission of Process Procedural Flow Submission of Action Plan
Stage 2	November 12, 2021	Opening Meeting Remote Audit (breakout)
Stage 3	November 16, 2021	Presentation of Audit Reports Closing Meeting

2. Participants to this activity are the Top Management, Section/Unit Heads, QMS Committees, and the Internal Quality Audit Team. Further, Section Heads and Committee Team Leaders are advised to upload the documents listed below to tinyurl.com/YEAR-ENDQMS the soonest that this Memorandum is uploaded but not later than **November 5, 2021**:

- a. Process procedural workflow
- b. Annual Action Plan

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: 10/28/21

By: Rommel

Ref. no. DM 825-21



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3. Links for this virtual activity shall be released through the ISO Core Group.
4. Please be also advised that the Internal Quality Team will convene of **November 8, 2021, 1:00 o'clock in the afternoon** for a planning meeting.
5. Please see the attached enclosures for your information and perusal.
6. Immediate and widest dissemination of this Memorandum is desired.

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

sgodrra10/26/2021

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Enclosure 1. PROPOSED AUDIT TEAM

<u>Audit Team 1</u>	<u>Audit Team Composition</u> Celestina M. Alba – Team Leader Asuncion C. Ilao Carleen D. Aguila France Joyce D. Taburdan	<u>Assigned Sections</u> Accounting Section ICT Services LRMDS DRRM Risk Management Committee
<u>Audit Team 2</u>	<u>Audit Team Composition</u> Maria Dolores D. Atienza-Team Leader Joseph E. Jarasa Regina V. Marino Rejulios M. Villenes	<u>Assigned Sections</u> OSDS, OASDS Personnel Section Private School EFS Knowledge Team (DCC)
<u>Audit Team 3</u>	<u>Audit Team Composition</u> Joan Alejanda R. Mauhay-Team Leader Marbin Jeramil D. Fragata Brandon E. De Mesa Walter G. Galarosa	<u>Assigned Sections</u> Admin/GSS Records Section Library Hub Planning & Research QMC, SME
<u>Audit Team 4</u>	<u>Audit Team Composition</u> Fernando T. Seño-Team Leader Gilbert C. Alba Lorena S. Walangsumbat Mary Joyce P. Salamat	<u>Assigned Sections</u> Budget Section Supply Section HRD, Legal Section ETD, IQA
<u>Audit Team 5</u>	<u>Audit Team Composition</u> Elizabeth M. De Villa-Team Leader Juanito A. Merle Maria Rosario C. Camilon Michelle G. Duma	<u>Assigned Sections</u> Cash Section IMs-CID School Health Section SocMoNet Five S Committee

ICT and Documentation Team

*Raul R. Agaran
Wilbert B. Porteza
Arvin V. Zeta

**responsible for the overall supervision of the activity
may also join the teams in performing audit.

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Enclosure 2

PROPOSED PROGRAM OF ACTIVITIES

Year-End QMS Audit

November 5, 12, & 16, 2021

Stage 1 – November 5, 2021

**Submission of Process Procedural Flow
Submission of Action Plan**

Stage 2 – November 12, 2021

Opening Meeting

- Nationalistic Song
- Prayer
- Call to Order
- Presentation of Audit Plan

Conduct of Remote/Virtual Audit (breakout)

Stage 3 – November 16, 2021

Closing Meeting

- Prayer
- Presentation of Audit Reports (per Audit Team)
- Acceptance of Audit Reports
- Adjournment

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