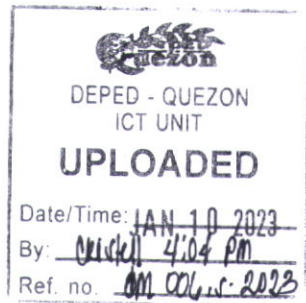




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



09 January 2023

OFFICE MEMORANDUM

OM No. 006, s. 2023

**SUBMISSION OF ACTION TAKEN FOR THE 2022 YEAR-END
QUALITY MANAGEMENT SYSTEM (QMS) AUDIT**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
QMS Team Leaders
All Concerned

Taking one closer step to the full implementation of **One DepEd One QMS**, and strengthen commitment for 3rd Party ISO accreditation, everyone is advised to submit the necessary actions on audit findings of the 2022 Year-end Quality Management Systems (QMS) Audit to the Internal Quality Audit Team.

Please be reminded of the following guidelines on the submission of actions taken on audit findings:

- A. For Observation (O) – submission of action taken shall be seven (7) working days upon receipt of the audit report;
- B. For Improvement (I) Findings – the concerned section/unit may or may not act on the audit findings, however, submission of action taken shall be 30 working days upon receipt of the report if the concerned section opt to act on the findings; and
- C. For Non-Compliance (NC) – the concerned Section/Unit shall take the necessary action to comply with the requirement the soonest time possible.

Documented information of the actions taken shall be submitted to the Internal Quality Audit Team represented by **EPS Raul R. Agaran**.

DEPEDQUEZON-TM-SDS-04-010-005



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Attached herewith is the corrective action template which can be accessed at tinyurl.com/dopersonneltemplate under the **Level 4 Internal Documents** folder or through this link, tinyurl.com/2022QMSAudit.

For immediate compliance and widest dissemination of this Memorandum is enjoined.

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

iqarra01/10/2023

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CONSOLIDATED ACTIONS TAKEN ON SYSTEMS QUALITY AUDIT FINDINGS

Date of Audit: _____

Type of Audit Internal External

Internal Quality Auditor	Statement of Findings/ Classification of Findings (P//O/NC)	Recommendations	Corrective Actions Taken	Corrective Action Result (Open/Closed)

Submitted by:

Approved by:

QM Representative

Date submitted

Schools Division Superintendent

DQM Representative

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