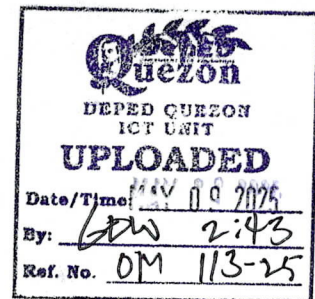




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



6 May 2025

OFFICE MEMORANDUM

OM No. 113, s. 2025

DESIGNATION OF INTERNAL QUALITY AUDIT TEAM (IQAT)

To: Division Officials and Employees

Pursuant to DepEd Order No. 009, s. 2021, INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION dated February 24, 2021, the following personnel are hereby designated as members of the Internal Quality Audit Team (IQAT) of the Schools Division of Quezon.

Designation	Name	Position
Team Leader	Marbin Jeramil D. Fragata	Planning Officer III
Asst. Team Leader	Rejulios M. Villenes	Public Schools District Supervisor
Member	Carleen D. Aguila	Legal Assistant
Member	Raul R. Agaran	Education Program Supervisor
Member	Maria Dolores D. Atienza	Administrative Officer V
Member	Maria Rosario C. Camilon	Dentist II
Member	Brandon E. De Mesa	Administrative Assistant III
Member	Juanito A. Merle	SGOD Chief
Member	Michelle G. Duma	Senior Education Program Specialist
Member	Walter F. Galarosa	Education Program Supervisor
Member	Asuncion C. Ilao	Education Program Supervisor
Member	Joseph E. Jarasa	Education Program Supervisor
Member	Regina V. Marino	Senior Education Program Specialist
Member	Joan Alejaida R. Mauhay	Education Program Supervisor
Member	Wilbert B. Porteza	Information Technology Officer

DEPEDQUEZON-TM-SDS-04-010-005



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Member	Mary Joyce S. Montaña	Education Program Specialist II
Member	Fernando T. Seño	Education Program Supervisor
Member	Lorena S. Walangsumbat	CID Chief

The members of the Internal Quality Team (IQAT) shall have the following responsibilities:

- Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;
- Undergo training on ISO 19011 (Guidelines for Auditing Management System);
- Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;
- Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;
- Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement, potential non-conformities, and non-conformities raised during the Internal Quality Audits; and
- Provide the findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as an input to the Management Review.

Dissemination of this Office Memorandum is hereby enjoined.



ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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