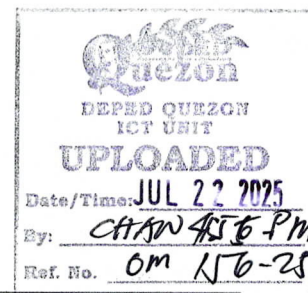




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 July 2025

**OFFICE MEMORANDUM**

OM No. 156, s. 2025

**DESIGNATION OF INTERNAL QUALITY AUDIT TEAM (IQAT) LEAD**

**To:** Division Officials and Employees

In accordance with DepEd Order No. 009, s. 2021, on the institutionalization of a Quality Management System in the Department of Education, **Senior Education Program Specialist - SMME, Dr. Michelle G. Duma** is hereby designated as the **Internal Quality Audit Team (IQAT) Lead** of the Schools Division of Quezon.

The IQAT Lead 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.

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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

---

Dissemination of this Office Memorandum is hereby enjoined.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

---

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

 DepEdTayoQuezon

 [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

 [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)