




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


DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: DEC 13 2022
By: *Crystal 11:42 am*
Ref. no. *OM 158, s. 2022*

9 December 2022

OFFICE MEMORANDUM

OM No. 158, s. 2022

**SCHEDULE OF THE 2022 YEAR-END QUALITY MANAGEMENT
SYSTEMS (QMS) INTERNAL AUDIT**

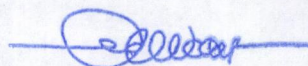
To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Internal Quality Auditors
QMS Team Leaders
All Concerned

In reference with **DepEd Order No. 009, s. 2021** titled **Institutionalization of a Quality Management System in the Department of Education**, everyone is advised that the schedule of the year-end QMS Audit is on **December 15, 2022** from **9:00 in the morning** until **5:00 in the afternoon**.

Relevant thereto, all concerned heads or their duly authorized representatives are advised to be physically available on the aforesaid date and time.

For reference, please see the attached enclosure.

Widest and immediate dissemination of this Memorandum is earnestly desired.



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

IQARRA12/09/2022

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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Inclosure to **OM 18**, S. 2022

**SCHEDULE OF THE 2022 YEAR-END QUALITY MANAGEMENT
SYSTEMS (QMS) INTERNAL AUDIT**

A. AUDIT ASSIGNMENT

TEAM 1 - OSDS	ASSIGNED SECTIONS
1. Celestina M. Alba	1. Top Management
2. Asuncion C. Ilaos - Team Leader	2. Accounting Section
3. Walter F. Galarosa	3. Admin/GSS Section
4. Regina V. Marino	4. Budget Section
5. Maria Rosario C. Camilon	5. Cash Section
6. Raul R. Agaran	6. ICT Section
7. Michelle G. Duma	7. Legal Section
8. Mary Joyce P. Salamat	8. Personnel Section
	9. Records Section
	10. Supply Section

TEAM 2 - SGOD	ASSIGNED SECTIONS
1. Carleen D. Aguila	1. DRRM Section
2. Maria Dolores D. Atienza	2. Education Facilities Section
3. Joan Alejanda R. Mauhay	3. HRD Section
4. Joseph E. Jarasa - Team Leader	4. Planning and Research Section
5. Rejulios M. Villenes	5. School Health Section
6. Brandon E. De Mesa	6. School Monitoring and Evaluation Section
	7. Social Mobilization and Networking

TEAM 3 - CID	ASSIGNED SECTIONS
1. Marbin Jeramil D. Fragata	1. CID - IMs
2. Gilbert C. Alva - Team Leader	2. CID - LRMS and Library Hub
3. Wilbert B. Porteza	3. CID - Private Schools

TEAM 4 - QMS Committees	ASSIGNED QMS Team
1. Juanito A. Merle - Team Leader	1. Internal Quality Audit (IQA)
2. Fernando T. Seño	2. Risk Management Team (RMT)
3. Lorena S. Walangsumbat	3. Knowledge Management Team (KMT)
4. Elizabeth M. De Villa	4. Training and Advocacy Team (TAT)
	5. Quality Work Team (QWT)

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B. PROGRAM FLOW

PART I. OPENING MEETING (virtual) 9:00 A.M.

Program Preliminaries	
• National Anthem	AVP
• Prayer	AVP
• CALABARZON March	AVP
• Quezon Hymn	AVP
• DepEd Quezon Quality Policy Statement	AVP
Roll Call of Participants	Michelle G. Duma
Call to Order	SDS Elias A. Alicaya, Jr.
Welcome Remarks	ASDS Gregorio A. Co, Jr.
Message	ASDS Herbert D. Perez
	SDS Elias A. Alicaya, Jr.
Presentation of Audit Agenda	Raul R. Agaran
Approval of the Agenda	Top Management

PART II. AUDIT PROPER 10:00 A.M.

PART III. CLOSING MEETING (virtual) 3:00 P.M.

Prayer	AVP
Roll Call of Participants	Michelle G. Duma
Call to Order	SDS Elias A. Alicaya, Jr.
Presentation of Audit Reports	
• IQA Team 1	Asuncion C. Ilao
• IQA Team 2	Joseph E. Jarasa
• IQA Team 3	Gilbert C. Alva
• IQA Team 4	Juanito A. Merle
Acceptance of Audit Report	Top Management
Call for Adjournment of the Meeting	
Closing Remarks	ASDS Gregorio T. Mueco

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