



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

Quezon	
DEPED QUEZON ICT UNIT	
UPLOADED	
Date/Time:	AUG 15 2025
By:	CHAW 11:23
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14 August 2025

OFFICE MEMORANDUM
OM No. 177, s. 2025

**DIVISION ORIENTATION ON INTERNAL QUALITY AUDIT (IQA) PROCEDURES UNDER
THE PROCEDURES AND WORK INSTRUCTION MANUAL (PAWIM)**

To: Assistant Schools Division Superintendents
Division Chiefs
IQAT Members
All Others Concerned

In line with the continuing commitment to uphold and improve the effectiveness of Internal Quality Audit (IQA) processes, the Schools Division Office of Quezon will conduct a **Division Orientation on Internal Quality Audit Procedures under the Procedures and Work Instruction Manual (PAWIM)** on **September 18–19, 2025**. The venue shall be announced in a separate memorandum.

This is a live-out activity, with breakfast to be served at the start of the first day and dinner as the concluding meal on the last day.

This activity aims to capacitate concerned personnel on the prescribed IQA procedures outlined in the PAWIM to ensure standardized, objective, and evidence-based audit practices within the Division, aligning with the One DepEd, One QMS framework.

Participants in this orientation shall include the **Top Management** and **Division IQA Team Members**. Please be advised that **proxies will not be allowed**.

All participants are advised to bring their own laptop and extension wire to be used during the activity. Attendance and active participation are highly encouraged to ensure the effective implementation of IQA procedures under PAWIM standards.

Travel expenses of the participants to be incurred in the conduct of the activity shall be charged against the Division MOOE, subject to the usual accounting and auditing rules and regulations.

For the information and strict compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd08/14/2025

DEPEDQUEZON-TM-SDS-04-010-005



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Enclosure to OM No. 177, s. 2025

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List of Participants | September 18-19, 2025

	Name	Position
1	Rommel C. Bautista, CESO V	Schools Division Superintendent
2	Roselyn Q. Golfo	Assistant Schools Division Superintendent
3	Joepe F. Falqueza	Assistant Schools Division Superintendent
4	Lorena S. Walangsumbat	OIC-Assistant Schools Division Superintendent
5	Juanito A. Merle	SGOD Chief
6	Carmela Ezcel A. Orogo	Education Program Supervisor
7	Maria Dolores D. Atienza	Administrative Officer V
8	Wilbert B. Porteza	ITO I
9	Carleen D. Aguila	Legal Assistant
10	Brandon E. De Mesa	ADAS III
11	Walter F. Galarosa	Education Program Supervisor
12	Asuncion C. Ilao	Education Program Supervisor
13	Joseph E. Jarasa	Education Program Supervisor
14	Joan Alejaida R. Mauhay	Education Program Supervisor
15	Fernando T. Seño	Education Program Supervisor
16	Jee-Ann O. Borines	Education Program Supervisor
17	Rejulios M. Villenes	PSDS
18	Raul R. Agaran	Education Program Supervisor
19	Regina V. Marino	Senior Education Program Specialist
20	Maria Rosario C. Camilon	Dentist
21	Michelle G. Duma	Senior Education Program Specialist
22	Edmundo R. Marin, Jr.	Accountant III
23	Catherine A. Pureza	Budget Officer III
24	Atty. Rexcia Maria B. Baldeo	Attorney III
25	Hilariona E. Coronado	Administrative Officer IV
26	Sherelyn O. Pardilla	AO IV/OIC-Planning Officer
27	Mark Angelo "Margel" M. Tiusan	Project Development Officer I
28	Carmen H. Macatugob	Education Program Supervisor
29	Jay S. Alfaro	Education Program Supervisor
30	Carla Jobelle J. Culajara	Education Program Specialist II
31	Jose Macario Ernie V. Patiño	Dentist
32	Michelle P. De Mesa	ADAS III
33	Maribeth D. Fragata	QMS/IQAT Secretariat

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