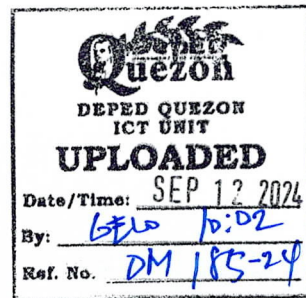




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



9 September 2024

**OFFICE MEMORANDUM**

OM No. 185, s. 2024

**NOTICE OF THIRD QUARTER MEETING OF THE INTERNAL  
QUALITY AUDIT TEAM (IQAT)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Internal Quality Auditors  
Section/Unit Heads  
All Others Concerned

This is to inform the members of the **Internal Quality Audit Team (IQAT)** of the **Third Quarterly Meeting** set on **September 20, 2024**, Tuesday, **9:00A.M.** at the **SDO Library Hub**.

The objective of the meeting is the conduct of the internal audit scheduled sometime in **October 2024**.

100% attendance to this very important activity is required.

Immediate dissemination of this Memorandum is desired.

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

IQARRA/09/09/2024

DEPEDQUEZON-TM-SDS-04-009-003



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



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Enclosure to OM No. 185, S. 2024

**PARTICIPANTS TO THE THIRD QUARTER IQAT MEETING**  
September 10, 2024

<u>NAME OF AUDITOR</u>	<u>FUNCTIONAL DIVISION</u>
1. AGARAN, Raul R. – Team Leader	SGOD
2. ALVA, Gilbert C.	CID
3. AGUILA, Carleen D. (on-leave)	OSDS
4. ATIENZA, Maria Dolores D.	OSDS
5. CAMILON, Maria Rosario C.	SGOD
6. DE MESA, Brandon E.	OSDS
7. DUMA, Michelle G.	SGOD
8. FRAGATA, Marbin Jeramil D.	SGOD
9. GALAROSA, Walter F.	CID
10. ILAO, Asuncion C.	CID
11. JARASA, Joseph E.	CID
12. MARINO, Regina V.	SGOD
13. MAUHAY, Joan Alejaida R.	CID
14. MERLE, Juanito A.	CID
15. PORTEZA, Wilbert B.	OSDS
16. SALAMAT, Mary Joyce P.	SGOD
17. SEÑO, Fernando T.	CID
18. VILLENES, Rejulios M. – Co-Team Leader	CID
19. WALANGSUMBAT, Lorena S.	CID
<b>-nothing follows-</b>	

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**INDICATIVE PROGRAM OF ACTIVITIES**

TIME	ACTIVITY
8:30 – 9:00	<b>Registration of the Participants</b>
9:00 – 9:30	<b>Program Preliminaries</b> <ul style="list-style-type: none"><li>Prayer</li><li>Nationalistic Anthem</li><li>Quality Policy Statement</li><li>Attendance Check</li></ul>
9:30 – 9:45	<b>Welcome Remarks</b> <ul style="list-style-type: none"><li>OIC ASDS Venus T. Balmedina</li></ul>
9:45 – 10:00	<b>Message</b> <ul style="list-style-type: none"><li>SDS Rommel C. Bautista, CESO V</li></ul>
10:00 – 10:30	Calling of the Meeting Presentation of the Provisional Agenda Approval of the Meeting Agenda
10:30 – 11:30	<b>Meeting Proper</b> <ul style="list-style-type: none"><li>Presentation of the minutes of previous meeting</li><li>Presentation of the Audit Plan</li><li>Presentation of the Audit Itinerary</li><li>Presentation of the Audit Forms</li></ul>
11:30 – 12:00	OPEN FORUM
12:01	ADJOURNMENT

**MEETING ASSIGNMENT:**

Scribe: Fernando T. Seño  
Timekeeper: Joseph E. Jarasa  
Recorder: Mary Joyce S. Montaña

**MICHELLE G. DUMA, EdD**  
Host

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