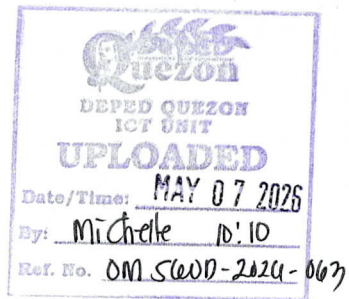




Republic of the Philippines  
**Department of Education**  
 REGION IV-A - CALABARZON  
 SCHOOLS DIVISION OF QUEZON PROVINCE



06 May 2026

**OFFICE MEMORANDUM**  
 SGOD-2026- 063

**CONDUCT OF INTERNAL QUALITY AUDIT**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Division IQA Team Members  
 All Others Concerned

Pursuant to ISO 9001:2015 Quality Management System and DepEd Order No. 009, s. 2021, this Office announces the conduct of the following Internal Quality Audit (IQA) activities:

Activity	Schedule
Mock Internal Quality Audit for Readiness Assessment	June 15-19, 2026
Internal Quality Audit	November 9-13, 2026

The audit activities shall take place in the Schools Division Office and shall cover the following declared processes:

- Management Processes
- Core Processes
- Support Processes

Generally, the conduct of the Internal Quality Audit aims to:

- a. Assess the conformity to the established Quality Management System (QMS);
- b. Evaluate its effectiveness; and
- c. Identify opportunities for improvement.

The audit shall be conducted based on the following audit criteria:

- ISO 9001:2015 Requirements;
- Customer Requirements;
- Legal Requirements; and
- Organizational Requirements.

An Opening Meeting shall be conducted on **June 15, 2026** at the Division Library Hub, while the Closing Meeting shall be conducted on **June 19, 2026**. All respective process owners are required to attend the said meetings.

DEPEDQUEZON-TM-SDS-04-010-005



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All concerned operating units are directed to make themselves available during the conduct of the audit activities. Concerned offices and process owners are likewise expected to prepare and present relevant documented information, records, reports, and other evidences necessary for the audit.

The **Mock Internal Quality Audit for Readiness Assessment** aims to determine the preparedness of offices and units prior to the formal Internal Quality Audit and to identify necessary corrective actions and improvements to ensure compliance with established QMS standards and procedures.

The schedule of the audit per declared process for the Mock Internal Quality Audit activity, as well as other details relative to the conduct of the Internal Quality Audit on November 9–13, 2026, shall be communicated in a separate Memorandum.

Immediate dissemination of and strict compliance with this Memorandum is desired.

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

smemgd05/06/2026

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