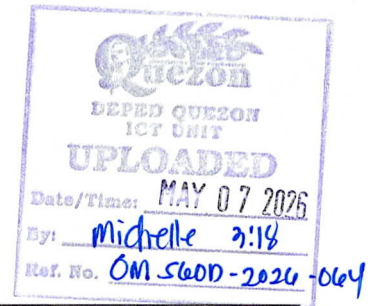




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



06 May 2026

OFFICE MEMORANDUM
SGOD-2026- 064

**COMPOSITION AND ASSIGNMENT OF INTERNAL QUALITY AUDIT TEAM MEMBERS
FOR THE INTERNAL QUALITY AUDIT**

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

Pursuant to the continuous implementation and strengthening of the ISO 9001:2015 Quality Management System and in preparation for the conduct of the Internal Quality Audit (IQA), this Office informs all concerned personnel regarding the composition and assignment of the Internal Quality Audit Team (IQAT) Members for the upcoming audit activities.

The designated IQAT Members shall serve as auditors responsible for the conduct of audit activities covering the **Management, Core, and Support Processes** of the Schools Division Office.

The composition of the Internal Quality Audit Team and corresponding process assignments are reflected in the **Enclosure**.

All designated IQAT Members are expected to perform their duties and responsibilities with utmost professionalism, objectivity, confidentiality, and adherence to established audit principles and procedures.

Concerned process owners and operating units are likewise enjoined to extend full cooperation and provide the necessary documented information, records, and evidences relative to the conduct of the audit.

During the conduct of the audit activities, **all auditors are required to wear appropriate corporate attire** in observance of professionalism and proper decorum.

Immediate dissemination of and compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd05/06/2026

DEPEDQUEZON-TM-SDS-04-010-005



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Enclosure to OM-SGOD No. 064, s. 2026

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 FOR THE INTERNAL QUALITY AUDIT**

Management Processes		
Lead:	Raul R. Agaran	Education Program Supervisor
Asst. Lead:	Rejulios M. Villenes	Education Program Supervisor
Members:	Asuncion C. Ila	Education Program Supervisor
	Atty. Rexcia Maria B. Baldeo	Attorney III
Declared Processes to Audit		
Process	Sub-Process	Responsible Office/Process Owners
1) Plan Formulation	1.1) Strategic Planning	DEXECOM with the Division Planning Team
	1.2) Medium Term Planning	
	1.3) Operational Planning	DEXECOM with the Division Planning Team including Program coordinators/ implementer s/owners
2) Policy Development	2.1) Policy Implementation	DEXECOM
	2.2) Policy Review	Functional Divisions
3) Performance Monitoring & Evaluation	3.1) Management Meetings	DEXECOM Division MANCOM Top Management Functional Division Chiefs, and QMS Core Team Leads
	3.2) Program/Project Implementation Review	DEXECOM including Program coordinators/ focal persons/implementers/owners
	3.3) Office and Staff Performance Monitoring and Appraisal	DEXECOM Performance Management Team
	3.4) Education Statistics Monitoring	[Planning Unit]
	3.5) Monitoring of Citizen/Client Satisfaction Survey	OSDS/Administrative Office Designated Information Officer Risk Management Team

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Core Processes		
Lead:	Sherelyn O. Pardilla	AO IV/Records Officer
Asst. Lead:	Carleen D. Aguila	Legal Assistant
Members:	Juanito A. Merle, EdD	SGOD Chief
	Michelle G. Duma	Senior Education Program Specialist
	Mary Joyce S. Montaña	Education Program Specialist
	Mark Angelo M. Tiusan	Project Development Officer I
	Brandon E. De Mesa	ADAS III
	Therese O. Pardo	ADAS II
	Cristell Mae Dianne M. Suante	ADAS II
Declared Processes to Audit		
Process	Sub-Process	Responsible Office/Process Owners
1) Learning Delivery Management and Development	1.1) Instructional Supervision and Management	CID [IMS]
	2) Learning Resource Management and Development	2.1) Development of contextualized Learning Resources
3) Education Assessment and Research	2.2) Management of Quality Assurance of Learning Resources/Contextualized Learning Resources	CID [LRM]
	3.1) Design and Development of Assessment Framework, Programs, and Tools/Instrument	CID
		SGOD SMME
		3.2) Assessment Operation
	SGOD SMME	
	3.3) Data Analysis and Interpretation	CID
	3.4) Development of Education Research Framework, Design, Procedures, and Instruments	CID
3.5) Conduct of Research	CID	
4) Learning/ Professional Development and Management for	3.6) Utilization of research data and information	CID
	Design and Development of Learning/PD Standards and programs/courses	SGOD [HRDS]
	Management of Learning/PD Programs	SGOD [HRDS]

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Teachers and School Leaders	Quality Assurance of Learning/PD Programs	SGOD [HRDS]
	M&E of Learning/PD Programs	SGOD [SMME]

Support Processes		
Lead:	Fernando T. Seño	Education Program Supervisor
Asst. Lead:	Jee-Ann O. Borines	Education Program Supervisor
Members:	Walter F. Galarosa	OIC-CID Chief
	Carmela Ezzel A. Orogo	Education Program Supervisor
	Wilbert B. Porteza	ITO I
	Maria Dolores D. Atienza	Administrative Officer V
	Joseph E. Jarasa	Education Program Supervisor
	Joan Alejaida R. Mauhay	Education Program Supervisor
	Gilbert C. Alva	Public Schools District Supervisor
	Maria Dylin S. Garcia	Education Program Supervisor
	Edmundo R. Marin, Jr.	Accountant III
	Hilariona E. Coronado	Administrative Officer IV
	Carmen H. Macatugob	Education Program Supervisor
	Jay S. Alfaro	Education Program Supervisor
	Jose Macario Ernie V. Patiño	Dentist II
	Maria Rosario C. Camilon	Dentist II
	Michelle P. De Mesa	ADAS III
Regina V. Marino	Senior Education Program Specialist	
Carla Jobelle J. Culajara	Education Program Specialist II	

Declared Processes to Audit		
Process	Sub-Process	Responsible Office/Process Owners
1) Asset Management	1.1) Acquisition of tangible and intangible assets	Property and Supply Unit
	1.2) Asset Disposition	Property and Supply Unit
	1.3) Asset Utilization and Inventory	Property and Supply Unit
2) Data Information Management	2.1) Data Dissemination	SGOD-PAR [Planning]
	2.2) Data Management	SGOD-PAR [Planning]
	2.3) Management of Information System	SGOD-PAR [Planning]
3) Disaster Risk Reduction and Management	3.1) Contingency Planning, Formulation, and Enhancement	SGOD – SMN [DRR]
	3.2) DRRM Information System and Research	SGOD – SMN [DRR]
	3.3) IEC and Advocacy for Resilience	SGOD – SMN [DRR]

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	3.4) Learning Continuity and Resilience Interventions	SGOD – SMN [DRR]
	3.5) Monitoring and Evaluation of Comprehensive School Safety (CSS)	SGOD – SMN [DRR]
	3.6) Partnership for Strengthening Resilience	SGOD – SMN [DRR]
	3.7) Resilience Education	SGOD – SMN [DRR]
4) External Partnership Management	4.1) Commemorative and other related events management	SGOD – SMN
	4.2) Partnership Development and Management	SGOD – SMN
5) Financial Management (Budget, Accounting, Cash, and Employee Accounts Management)	5.1) Budget Accountability Reporting	Budget Unit
	5.2) Budget Preparation and Approval	Budget Unit PAR [Planning]
	5.3) Budget Processing and Execution	Budget Unit PAR [Planning]
	5.4) Collection and Deposits	Cash Unit Administrative Unit
	5.5) Control of accountable forms	Cash Unit Administrative Unit
	5.6) Disbursement	Cash Unit Administrative Unit
	5.7) Financial Accountability and Recording	Accounting Unit
	5.8) Maintenance and Closure of Bank Accounts	Cash Unit Administrative Unit
	5.9) Monitoring and Recording of Financial Transaction	Accounting Unit
	5.10) Pre-audit and Disbursement	Accounting Unit
	5.11) Preparation of ACIC/SLIAE	Cash Unit Administrative Unit
	5.12) Provident Fund Management	Accounting Unit
	5.13) Systems Improvement and Administrative Service (EFRs), Budget Monitoring (BMS), and Online Cash – In Bank Register	Accounting Unit

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6) General Services Management	6.1) Clinic Management	SGOD – School Health Section
	6.2) Facilities Maintenance	Administrative Unit
	6.3) Housekeeping and Ground Maintenance	Administrative Unit
	6.4) Security Services	Administrative Unit
	6.5) Transportation Service and Vehicle Maintenance	Administrative Unit
7) Human Resource Management and Development	7.1) Compensation and Benefits	Personnel Unit Finance Unit
	7.2) Employee Relations	Personnel Unit
	7.3) Employee’s Welfare	SGOD - HRDS
	7.4) Leave Management	Personnel Unit
	7.5) Personnel Inventory	Personnel Unit
	7.6) Personnel Performance Management	SGOD – HRDS Personnel Unit
	7.7) Personnel Records Management	Personnel Unit
	7.8) Professional Development/Learning and Development	SGOD-HRDS
	7.9) Recruitment, Selection, Placement, and Induction	Personnel Unit SGOD – HRDS
	7.10) Rewards and Recognition	SGOD – HRDS
8) ICT Management	8.1) Management of ICT solutions	ICT Unit
	8.2) Management of Technology Infrastructure	ICT Unit
	8.3) User Support/Help Desk	ICT Unit
9) Infrastructure Management	9.1) Evaluation/assessment of construction, repair, rehabilitation, and maintenance of education facilities	SGOD-EFS
	9.2) Inspection/validation of accomplishment of BEFF projects	SGOD-EFS
	9.3) Management of construction, repair, rehabilitation, and maintenance of education facilities	SGOD-EFS
10) Learner Support	10.1) Program Management	SGOD [SHS/LFS]

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Management (Health, sports and youth formation)		
11) Legal Management	11.1) Assistance to the Office of the Solicitor General in pending	SDS Legal Unit or Legal Officer Designate
	11.2) Development and Implementation of DepEd Child Protection Programs	Legal Unit or Legal Officer Designate SGOD [LRPO]
	11.3) Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching, and Non Teaching personnel	Legal Unit Legal Officer Fact Finding/ Preliminary Investigation Committee Formal Investigation Committee SDS
	11.4) Legal review of proposed DepEd policies/issuances, agreements, and other legal documents	Legal Unit or Legal Officer Designate
	11.5) Sites Titling and oversight of DepEd school sites	SDS Legal Unit or Legal Officer Designate SGOD [EFS]
12) Organizational Development	12.1) Organization Management	SGOD [EPS]
13) Private Education Regulations and Development	13.1) Evaluation of applications for the Grant of Permits to Operate and Recognitions	SGOD [SMN]
	13.2) Evaluation of Applications of Special Orders (SO) of Private Schools/Technical Vocational Institutions (TVI)/ Non DepEd Public Schools	SGOD [SMN]
	13.3) Endorsement of notice of Voluntary (Temporary/Permanent) Private Closure	SGOD [SMN]
	13.4) Validation and Evaluation of Application of	SGOD [SMN]

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	Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools	
14) Procurement Management	14.1) Bidding Processes	OSDS [Procurement]
	14.2) Contract Implementation	End-User
	14.3) Contract Monitoring	OSDS [Procurement]
	14.4.) Procurement Planning	OSDS [Procurement]
15) Project Management	15.1) Coordination and Linkages	SGOD [SMN]
	15.2) Project Implementation Management	SGOD [SMME]
16) Public Affairs Management	16.1) Information Management and Dissemination	Designated Division Information Officer
	16.2) Materials Production	Designated Division Information Officer
	16.3) Media Relations	Designated Division Information Officer
	16.4) Public Relations and Assistance	Designated Division Information Officer OSDS-Legal Unit
	16.5) Publication of Issuances	Records Unit
17) Records Management	17.1) Access, disclosure, and issuance of documents	Records Unit
	17.2) Handling of Incoming Documents	Records Unit
	17.3) Handling of Outgoing Documents	Records Unit
	17.4) Records Disposition	Records Unit
	17.5) Records Inventory	Records Unit
18) Research Management	18.1) Call for Proposal and Proposal Evaluation	SGOD – PAR SDRC
	18.2) Implementation and Monitoring	SGOD – PAR
	18.3) Dissemination of research results	SGOD – PAR
	18.4) Archiving	SGOD – PAR

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