



DepEd – DIVISION OF QUEZON

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UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
Division Chiefs
Section/Units Heads
ISO-related Committee Chairpersons and Members
All Other Concerned

FROM: CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

SUBJECT: SCHEDULE OF ANNUAL INTERNAL AUDIT

DATE: July 27, 2020

This is to inform everyone that our **Annual Internal Audit** will be held on **August 7, 2020** from **8:00** in the morning until **5:00** in the afternoon.

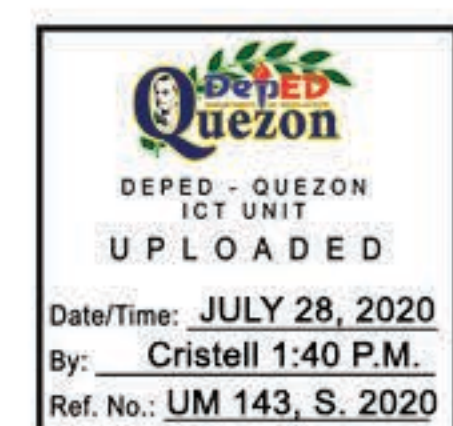
Relevant thereto, all sections/offices are advised to ensure readiness to the said activity, particularly on the following matters:

- A. Actions taken with evidential documents on last year's audits (Internal and Surveillance); and
- B. Documented information that will support the performance of the existing processes.

Immediate dissemination of this Memorandum is desired.

epsra07/27/2020

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