



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** OIC- Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Section/Unit Heads  
ISO-Related Committees' Chairpersons and Members  
All Other Concerned

**FROM:** ELIAS A. ALICAYA, JR.  
Assistant Schools Division Superintendent

**SUBJECT:** Guide in the Conduct of the Remote Internal Audit

**DATE:** July 4, 2020

Relative to the conduct of the **Annual Internal Audit** scheduled on **Friday, August 7, 2020, from 8:00AM to 5:00PM**, please be advised of the the following guidelines to wit;

- i. Audit Standard: ISO 9001:2015
- ii. Audit Type: Remote Audit
- iii. Audit Objectives:

To examine and verify the adherence to the set standards, recommend for possible continuous improvements, and prepare the SDO for the 2nd Surveillance Audit.

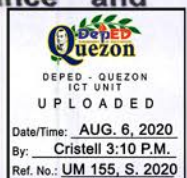
- iv. Audit Scope:

The remote audit will cover verification of **Clauses 4-10** from the three major divisions, namely; **Office of the Schools Division Superintendent, Curriculum Implementation Division, and School Governance and Operations Division.**

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v. Audit Risks:

Due to the current situation, the following remote audit risks were identified: (ISO 19011: 2018)

Potential Use	ICT	Potential Risks
Conducting Interviews	Video call	<ul style="list-style-type: none"> <li>• Security and confidentiality violations;</li> <li>• Low quality of communications</li> <li>• The possibility to observe reactions from several</li> <li>• auditees to communication may be weaker</li> <li>• Authentication of the person</li> </ul>
Viewing records procedures, workflows, monitor	Web-based document review	<ul style="list-style-type: none"> <li>• Procedural difficulty in document viewing</li> <li>• Potential data manipulation;</li> <li>• Lack of interaction with the auditees does not allow clarification of issues;</li> </ul>
Documentary review with auditee participation	Video call	<ul style="list-style-type: none"> <li>• Security and confidentiality violations;</li> <li>• Potential difficulty in responding to documentation requests;</li> <li>• Increased time required (potentially time-consuming process);</li> <li>• Potential data manipulation;</li> <li>• Interaction with auditees may be weakened</li> </ul>

vi. Audit Preparation:

Advance submission of generic documents listed below:

- Annual Action Plan
- Objectives, Targets, Plans (OTP)
- Risk Registry
- Risk Monitoring

Using this link, <https://tinyurl.com/ISO-Files> all sections are required to submit the above-mentioned documents.

Additional documents for submission may be requested by the assigned audit team.







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## vii. Audit Proper:

For this purpose, various links will be used during the audit.

### Virtual Opening Meeting

<https://zoom.us/j/92922154194?pwd=ajlCR0FwY21XTFNrNXJzSDBRZGJpQT09>

Meeting ID: 929 2215 4194, Passcode: 12345

### Team 1

<https://zoom.us/j/94711381933?pwd=Uy9sRjVSYWphSjYzU29Cb0ZzZE1rZz09>

Meeting ID: 947 1138 1933; Passcode: 281680

### Team 2

<https://zoom.us/j/93204779271?pwd=K1MreHVpcnIWUzk0OUVkejNITjZjdz09>

Meeting ID: 932 0477 9271; Passcode: 12345

### Team 3

<https://zoom.us/j/4874817115?pwd=NEJQSnIVUjBqOUNzcXF6WHdVR0J0dz09>

Meeting ID: 487 481 7115; Passcode: 12345

### Team 4

<https://zoom.us/j/98364936691?pwd=cDRLRXNrcXBqbE41bEplZUZLU28yZz09>

Meeting ID: 983 6493 6691; Passcode: 12345

### Team 5

<https://zoom.us/j/91729677149?pwd=THIRMzRHSBTOHArOUluYkg4OXphdz09>

Meeting ID: 917 2967 7149; Passcode: 12345

### ICT Team

<https://zoom.us/j/96232312885?pwd=RkJEOVJWVWFTZ2tBV2pUd0QzTi9qdz09>

Meeting ID: 962 3231 2885; Passcode: 12345

### Virtual Closing Meeting

<https://zoom.us/j/99718505223?pwd=ZnZDMm9lUjVHekJtK3JkSDlXdzIIZz09>

Meeting ID: 997 1850 5223; Passcode: 12345

## viii. Audit Teams and Assigned Sections

### Team 1

Celestina M. Alba,  
Carleen D. Aguila,  
**Marbin Jeramil D. Fragata** – Team Leader  
France Joyce F. Taburda  
Regina V. Marino

### Sections Assigned

Accounting Section  
ICT Services  
LRMDS  
DRRM  
Risk Management Committee

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## Team 2

Asuncion C. Ilao – Team Leader  
Joseph E. Jarasa  
Maria Dolores D. Atienza  
Walter F. Galarosa  
Alexander G. Romulo

## Sections Assigned

OSDS & OASDS  
Personnel Section  
Private School  
Education Facilities Section  
DCC

## Team 3

Rejulios M. Villenes – Team Leader  
Marita A. Pionilla, Ed.D.  
Joan Alejaida R. Mauhay  
Jean O. Solomon  
Brandon E. De Mesa

## Sections Assigned

Admin/Gen. Services  
Records Section  
Library Hub  
Planning & Research  
QMC, SME

## Team 4

Gilbert C. Alva - Team Leader  
Fernando T. Seno, DEM  
Noeme B. Ferrancullo  
Lorena S. Walangsumbat, Ed.D.  
Marck Andro E. Bernabe

## Sections Assigned

Budget Section  
Supply Section  
HRTD  
Legal Services  
ETD, IQA

## Team 5

Juanito A. Merle, Ed.D.-Team Leader  
Maria Rosario C. Camilon  
Elizabeth M. De Villa  
Michelle G. Duma  
Angelo S. Raneses

## Sections Assigned

Cash Section  
IMS (CID)  
School Health Section  
SocMoNet  
Five S Committee

## ICT and Documentation Team

Wilbert B. Porteza - Team Leader  
Arvin V. Zeta  
Mary Joyce P. Salamat  
Noreen I. Enriquez

**Raul R. Agaran** – overall supervision of the activity

### ix. Audit Methodologies

- A. **Virtual Interview and Inquiry.** The auditor inquires and asks the auditee about the controls in place at the service organization to determine relevant information;

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- B. **Virtual Observation.** The auditor examines the processes and operations in the office through carefully watching someone executing their tasks that correspond to their unit's processes and/or policies;
- C. **Virtual Document Review.** The auditor critically examines evidential documents that shall provide necessary information for examination and analysis of the execution of one's process.

x. Program

Program Preliminaries	8:00 – 8:30
Opening Prayer	
Nationalistic Song	
Call to Order	
Top Management	8:30 – 8:45
Presentation of Audit Plan per Team	8:45 – 9:20
Comments, Reactions, Suggestions	9:20 – 9:40
Auditors' Meeting	9:40 – 10:00
Audit Proper	10:00 – 12:00
Lunch Break	12:00 – 1:00
Audit Proper (continuation)	1:00 – 3:00
Auditors' Meeting	3:00 – 3:30
Presentation of Audit Findings (by Team)	3:30 – 4:00
Comments, Reactions	4:00 – 4:30
Acceptance of the Audit Findings	4:30 – 4:45
Announcements/Other Matters	4:45 – 5:00
Adjournment	5:00

Strict compliance and widest dissemination of this memorandum is encouraged.

epsrra07/02/2020

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