



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

April 4, 2022

**DIVISION MEMORANDUM**  
**No. 196, s. 2022**

**COMPOSITION OF THE QUALITY MANAGEMENT SYSTEM (QMS) TEAMS AND  
SCHEDULE OF NQMS TRAININGS IN THE SCHOOL DIVISIONS OFFICE (SDOs)**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
All Section and Unit Heads  
All Other Personnel Concerned

- Pursuant to DepEd Order 009, s. 2021 known as the *Institutionalization of a Quality Management System in the Department of Education*, the Regional Office announces thru the enclosed unnumbered Regional Memorandum (RM) dated March 23, 2022, its provision of technical assistance to all SDOs in Region XI in setting up and aligning the SDO's existing Management System to the requirements of **One DepEd, One QMS** that is certifiable to ISO 9001:2015 standard.
- Relative to this, the Region has directed the submission of the Division QMS Teams on or before April 8, 2022. Below is the composition of the SDO Digos City QMS Teams who shall act as Focal Persons for the different responsibilities stipulated in the above-mentioned DepEd Order including the documentary requirements that may be required during the NQMS activities.

QMS TEAMS	COMPOSITION	NAMES
1. Top Management	SDS ASDS	Cristy C. Epe Basilio P. Mana-ay, Jr.
2. Quality Management Representative	No position indicated	Clarence S. Pillerin
3. Quality Management System Secretariat	Team Leader: Members: (8 members)	Eleser D. Mateo Ramel Ayop Geraldine Ranara Alnie Ymalay Sharon Ann Iyog April Rose Alcala Ruben Evarretta Qumran M. Loyola Danica Lagunsa

Encls: Unnumbered Regional Memorandum  
Unnumbered Regional Advisory  
References: DO No. 014, s.2022  
To be indicated in the Perpetual Index under the following subjects:  
QUALITY MANAGEMENT SYSMTE (QMS)

cuy: guidelines on the conduct of evaluation on homeschooling program applications of public and private educational institutions in consonance with do 001, s.2022 or the revised policy guidelines on homeschooling program  
April 7, 2022



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

4. Risk Management Team	Team Leader: SDS Deputy Team Leader: ASDS Members: 1. SGOD Chief 2. CID Chief 3. PRME Unit (4)  4. Information Officer	Cristy C. Epe Basilio P. Mana-ay, Jr.  Sollie B. Oliver Beverly S Daugdaug Xavier S. Fuentes Airon M. Alejandro Eleser D. Mateo Cecile C. Uy Gervasio Salinas, Jr.
5. Internal Quality Audit Team	Team Leader: Deputy TL: All SGOD Personnel (7; as Members)  5 other Members	Clarence Pillerin Sollie B. Oliver Cherrie Ann B. Bohol Peter-Jason C. Senarillos Ronald B. Dedace Helen B. Franconas Reyzen Monserate Julie Anne P. Ampa Maria Leonora P. Salazar Jem Boy Cabrella Nory Alegarbes Neptune L. Tambilawan Myhrra Faye Ll. Bontia Clarisse Joy L. Arnaez-Llaban
6. Knowledge Management Team	CID Chief Deputy TL ICTU  Records Section  PRME Office  Information Officer	Beverly S. Daugdaug Mishel Cadungog Stephen Pascual Thonver Sampaga Jessrael Bingel Aleli M. Chiong Helena Solon Vincent Samba Xavier S. Fuentes Airon M. Alejandro Eleser D. Mateo Cecile C. Uy Tito M. Endrina
7. Quality Workplace Team	AO-V Deputy TL Asset Management Section	Francis Jude Alcomendras Jayzon Cardines Marcelino Ranollo, Jr. Reynante Fantonnial Joel Estumo Ferdinand Magdadaro

Encls: Unnumbered Regional Memorandum  
           Unnumbered Regional Advisory  
 References: DO No. 014, s.2022  
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                   QUALITY MANAGEMENT SYSMTE (QMS)

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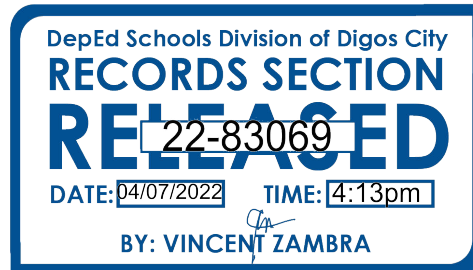
Republic of the Philippines  
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SCHOOLS DIVISION OF DIGOS CITY

8. Training and Advocacy Team	CID Chief SGOD Chief HRD Unit  Information Officer	Beverly S. Daugdaug Sollie B. Oliver Ronald B. Dedace Julie Anne P. Ampa Tito M. Endrina
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- The duties and responsibilities of each team are provided in the enclosed Regional Memo Re: Composition of Quality Management Systems (QMS) Teams and Schedule of NQMS Trainings in the Schools Division Offices.
- In addition, the Region has also scheduled a series of NQMS activities. For the Digos City Division, the 1<sup>st</sup> activity shall be on **April 18, 2022**, and the last one on **September 20-21, 2022**. Please refer to the enclosed Corrigendum to the Regional Memorandum for details and the final dates of the said activities.
- For your information and guidance.

**CRISTY C. EPE** <sup>4/7/2022</sup>

Schools Division Superintendent



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

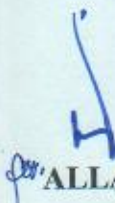
**MEMORANDUM**

To : Schools Division Superintendents  
Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
All others concerned

Subject: COMPOSITION OF QUALITY MANAGEMENT  
SYSTEM (QMS) TEAMS AND SCHEDULE  
OF NQMS TRAININGS IN THE SCHOOLS  
DIVISION OFFICES

Date : March 23, 2022

1. In compliance with DO 009, s. 2021 (Institutionalization of a Quality Management System in the Department of Education), this Office will be providing the necessary *technical assistance to all Schools Division Offices in Region XI* in setting-up and aligning the current Management System of SDOs to the *requirements of One DepEd, One QMS* that is certifiable to ISO 9001:2015 standard.
2. Relative to the above, all *Schools Division Offices are required to assign members of the QMS teams* through a Division Memorandum (see Annex A), that will serve as focal persons for the different areas of responsibilities based on DO 009, s. 2021 and is expected to prepare the necessary documentary requirements as may be required during the scheduled activities and technical assistance (see Annex B).
3. Composition of the QMS Teams must be *submitted on or before April 8, 2022* to [pprd.region11@deped.gov.ph](mailto:pprd.region11@deped.gov.ph).
4. All queries related to the One DepEd, One QMS project of DepEd Region XI may be referred to Emmanuel Alpha D. Sicam, Planning Officer III, Policy, Planning and Research Division through Tel. No. 224-0750.
5. Thank you for your usual cooperation.

  
per. **ALLAN G. FARNAZO**  
Director IV *mf*

Enclosed: As Stated

ROP3/eads



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147



ANNEX A

QMS Team	RESPONSIBILITIES/TERMS OF REFERENCE	COMPOSITION
Top Management	<ul style="list-style-type: none"> <li>a) Lead the establishment, implementation and monitoring of the QMS at the SDO;</li> <li>b) Establish, communicate and embody the Quality Policy Statement;</li> <li>c) Ensure effectiveness of the QMS using risk-based thinking and risk management;</li> <li>d) Ensure that quality objectives set are aligned with DepEd's strategic direction, through RPMS;</li> <li>e) Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders;</li> <li>f) Determine and provide necessary resources needed to implement and sustain QMS implementation;</li> <li>g) Lead and conduct the Management Review at least once every quarter;</li> <li>h) Ensure that institutional mandates, statutory and regulatory requirements are met; and</li> <li>i) Designate the Quality Management Representative (QMR).</li> </ul>	<p>Schools Division Superintendents and Assistant Schools Division Superintendents</p>
Quality Management Representatives (QMRs)	<ul style="list-style-type: none"> <li>a) Communicate the importance of having a QMS within DepEd;</li> <li>b) Oversee the implementation and take accountability for the effectiveness of the QMS;</li> <li>c) Ensure the conformance of the QMS to the requirements of ISO 9001;</li> <li>d) Ensure the integrity and effectiveness of the QMS;</li> <li>e) Ensure that the Quality Policy Statement (QPS) and DepEd Quality Management System (QMS) targets and objectives are aligned with the context and strategic directions of the Top Management;</li> <li>f) Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management;</li> <li>g) Ensure integration of the QMS requirements into DepEd's business processes;</li> <li>h) Promote continuous improvement of the QMS and processes of the agency;</li> <li>i) Engage, direct and support QMS Teams and its members to contribute to the effectiveness of the QMS;</li> <li>j) Oversee the operations of the QMS Secretariat including each QMS Team and report to the Top Management; and,</li> <li>k) Act as liaison of the Department with external parties on matters relating to QMS.</li> </ul>	<p><i>To be appointed by the Schools Division Superintendent</i></p> <p>Name: _____</p>
Quality Management	<ul style="list-style-type: none"> <li>a) Coordinate effective deployment and efficient use of human, financial and other physical resources for the QMS;</li> </ul>	<p>Schools Governance and Operations Division</p>

ANNEX A

<p>System Secretariat</p>	<ul style="list-style-type: none"> <li>b) Provide technical and administrative support to successfully implement the QMS;</li> <li>c) Coordinate QMS-related activities in their respective offices;</li> <li>d) Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;</li> <li>e) Facilitate the delivery of specific outputs in line with the QMS;</li> <li>f) Assist the QMR in communicating with external parties on QMS-related matters; and,</li> <li>g) Provide feedback and updates on QMS-related matters to the QMR.</li> </ul>	<p>Team Leader: _____</p> <p>Members:</p> <ul style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> </ul>
<p>Risk Management Team</p>	<ul style="list-style-type: none"> <li>a) Implement and refer to the last version of the risk planning guidelines and handling of client's complaints procedure in the Procedures and Work Instructions Manual,</li> <li>b) Ensure reporting, analysis, monitoring and evaluation of client satisfaction results.</li> <li>c) Provide technical assistance in the accomplishment of the risk and opportunity registry per office;</li> <li>d) Provide feedback and update to the QMR on the status of risk assessment and action plans;</li> <li>e) Perform monitoring and oversight function in ensuring the established action plans in the risk and opportunity registries are effective and implemented as scheduled; and</li> <li>f) Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.</li> </ul>	<p>Team Leader: <u>SDS</u></p> <p>Deputy TL: <u>ASDS</u></p> <p>Members:</p> <ul style="list-style-type: none"> <li>1. SGOD Chief</li> <li>2. CID Chief</li> <li>3. Planning and Research Section</li> <li>4. Designated Information Officer</li> </ul>
<p>Internal Quality Audit Team (IQAT)</p>	<ul style="list-style-type: none"> <li>a) Implement and refer to the latest version of the Internal Quality Audit Procedure in the Procedures and Work Instructions Manual;</li> <li>b) Undergo training on ISO 19011 (Guidelines for Auditing Management System);</li> <li>c) Determine the conformance of the QMS with planned arrangements and the requirements of ISO 9001;</li> <li>d) Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;</li> <li>e) Keep track of the implementation of the correction and corrective actions to address the opportunities for improvement potential nonconformities, and nonconformities raised during the internal quality audits; and,</li> <li>f) Provide the findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as an input to the Management Review.</li> </ul>	<p>Team Leader: <u>SGOD Chief</u></p> <p>Deputy TL: <u>to be assigned</u></p> <p>Members:</p> <ul style="list-style-type: none"> <li>1. All SGOD</li> <li>2. <u>to be assigned</u></li> <li>3. <u>to be assigned</u></li> <li>4. <u>to be assigned</u></li> <li>5. <u>to be assigned</u></li> <li>6. <u>to be assigned</u></li> </ul>

ANNEX A

<p>Knowledge Management Team (KMT)</p>	<ul style="list-style-type: none"> <li>a) Implement and refer to the latest version of the Document Management Procedure, Document Matrix and Organizational Knowledge Matrix in the Procedures and Work Instructions Manual;</li> <li>b) Ensure that the requirements for updating, maintaining and retaining documented information are established and implemented;</li> <li>c) Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval and proper disposal of documents.</li> <li>d) Oversee activities related to managing organizational knowledge and setting document management standards; and,</li> <li>e) Provide feedback to the QMR on the status of the control documents and records.</li> </ul>	<p>Team Leader: <u>CID Chief</u> Deputy TL: _____ to be assigned</p> <p>Members: 1. ICTU 2. Records Section 3. Planning and Research Section 4. Designated Information Officer</p>
<p>Quality Workplace Team</p>	<ul style="list-style-type: none"> <li>a) Ensure consistent implementation of Quality Workplace Standards;</li> <li>b) Collaborate with concerned office/personnel to ensure a conducive and safe work/school environment to improve productivity.</li> <li>c) Monitor and evaluate cleanliness, orderliness and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately; and</li> <li>d) Provide feedback and updates to the QMR on the status of workplace management.</li> </ul>	<p>Team Leader: <u>Administrative Officer</u> Deputy TL: _____ to be assigned</p> <p>Asset Management Section</p>
<p>Training and Advocacy Team (TAT)</p>	<ul style="list-style-type: none"> <li>a) Orient employees and disseminate information on QMS-related matters such as ISO 9001 standards, Organizational Knowledge, QMS Manual, Procedures and Work Instructions Manual and Quality Policy;</li> <li>b) <del>Capacitate employees on the development of their operations manual and planning documents;</del></li> <li>c) Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;</li> <li>d) Plan and coordinate effective deployment and <u>efficient use of QMS training and materials;</u></li> <li>e) Develop and disseminate IEC materials to strengthen the awareness on QMS and build a culture of continuous improvement; and</li> <li>f) Provide feedback and update to the QMR on the status of QMS-related training and awareness</li> </ul>	<p>Team Leader: <u>CID Chief</u> Deputy TL: <u>SGOD Chief</u></p> <p>Members: 1. All HRDS 2. Designated Information Officer</p>

## ANNEX B

## ONE DEPED, ONE QMS ACTIVITIES

## For SDOs in Region XI

DATE	ACTIVITY	PARTICIPANT
April 13	Meet and Greet with SDO QMS Teams, general overview of NQMS and tour of SDO: 8:00 – 9:30 - SDO Panabo City 10:00 – 11:30 – SDO Davao del Norte 1:00 – 2:30 – SDO Tagum City 3:00 – 5:00 – SDO Davao de Oro	Marilyn Madrazo Emmanuel Alpha Sicam SDO QMS Teams
April 14	Meet and Greet with SDO QMS Teams, general overview of NQMS and tour of SDO: 8:00 – 9:30 – SDO Mati City 10:00 – 11:30 – SDO Davao Oriental	Marilyn Madrazo Emmanuel Alpha Sicam SDO QMS Teams
April 15	Meet and Greet with SDO QMS Teams, general overview of NQMS and tour of SDO: 8:00 – 9:30 - SDO Digos City 10:00 – 11:30 – SDO Davao del Sur 2:00 – 3:30 – SDO Davao Occidental	Marilyn Madrazo Emmanuel Alpha Sicam SDO QMS Teams
April 18	Meet and Greet with SDO QMS Teams, general overview of NQMS and tour of SDO: 8:00 – 9:30 - SDO IGACOS 2:30 – 4:00 – SDO Davao City	Marilyn Madrazo Emmanuel Alpha Sicam SDO QMS Teams
April 19	Virtual Orientation on NQMS and workshop on Planning Documents	All OSDS
April 20	Virtual Orientation on NQMS and workshop on Planning Documents	All SGOD
April 21	Virtual Orientation on NQMS and workshop on Planning Documents	All CID
April 22	Virtual Orientation on NQMS and workshop on Planning Documents	All Administrative Section
May 3	Virtual Risk Management Seminar/ Workshop	All OSDS
May 4	Virtual Risk Management Seminar/ Workshop	All SGOD
May 5	Virtual Risk Management Seminar/ Workshop	All CID
May 6	Virtual Risk Management Seminar/ Workshop	All Administrative Section



## ANNEX B

May 10	Virtual Presentation of Risk/Opportunity Register (per Division)	All SDOs Employees
May 17	Virtual Orientation on Training and Advocacy Procedure	Training and Advocacy Team
May 24	Virtual Operations Manual Seminar/Workshop	All SDOs Employees
May 31	Virtual Orientation on Citizen/Client Satisfaction Feedback Management Procedure	Admin Unit Legal Unit
June 7	Virtual Orientation on Documented Information Procedure	Knowledge Management Team
June 14	Virtual Orientation on Knowledge Management Procedure	Knowledge Management Team
June 24	Virtual Presentation of Operations Manual	All SDOs Employees
July 12 – 14 July 15	Internal Audit Training (Blended) <ul style="list-style-type: none"> <li>• Virtual Presentation (Inputs)</li> <li>• Activities (Google Classroom)</li> <li>• Examination (Google Drive)</li> </ul>	All SDOs IQA Team All SDOs IQA Team All SDOs IQA Team
July 19 - 20	Actual Internal Audit SDO Davao City (F2F)	IQA Team All SDO Employees
August 2 - 3	Actual Internal Audit SDO Davao de Oro (F2F)	IQA Team All SDO Employees
August 9 - 10	Actual Internal Audit SDO Davao del Norte (F2F)	IQA Team All SDO Employees
August 16 - 17	Actual Internal Audit SDO Davao Oriental (F2F)	IQA Team All SDO Employees
August 23 - 24	Actual Internal Audit SDO Davao Occidental (F2F)	IQA Team All SDO Employees
Sept 6 - 7	Actual Internal Audit SDO Panabo City (F2F)	IQA Team All SDO Employees
Sept 13 - 14	Actual Internal Audit SDO Tagum City (F2F)	IQA Team All SDO Employees
Sept 20 - 21	Actual Internal Audit SDO Digos City (F2F)	IQA Team All SDO Employees
Oct 4 - 5	Actual Internal Audit SDO Mati City (F2F)	IQA Team All SDO Employees
Oct 11 - 12	Actual Internal Audit SDO Davao del Sur (F2F)	IQA Team All SDO Employees
Oct 18 - 19	Actual Internal Audit SDO IGACOS (F2F)	IQA Team All SDO Employees
	Conduct of Management Review	



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director


**MEMORANDUM**

To : Schools Division Superintendents  
Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
All others concerned

Subject: CORRIGENDUM TO COMPOSITION OF QUALITY  
MANAGEMENT SYSTEM (QMS) TEAMS AND  
SCHEDULE OF NQMS TRAININGS IN THE  
SCHOOLS DIVISION OFFICES

Date : April 4, 2022

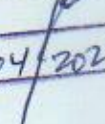
1. In compliance with DO 009, s. 2021 (Institutionalization of a Quality Management System in the Department of Education), this Office will be providing the necessary technical assistance to all Schools Division Offices in Region XI in setting-up and aligning the current Management System of SDOs to the requirements of One DepEd, One QMS that is certifiable to ISO 9001:2015 standard.
2. Relative to the above, please refer to the *revised schedule of activities and technical assistance (see Annex A)*.
3. All queries related to the One DepEd, One QMS project of DepEd Region XI may be referred to Emmanuel Alpha D. Sicam, Planning Officer III, Policy, Planning and Research Division through Tel. No. 224-0750.
4. Thank you for your usual cooperation.

  
Mr. ALLAN G. FARNAZO  
Director IV *per pd*

Enclosed: As Stated

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## ANNEX B

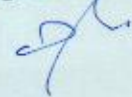
## ONE DEPED, ONE QMS ACTIVITIES

## For SDOs in Region XI

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April 20	Meet and Greet with SDO QMS Teams, general overview of NQMS and tour of SDO: 8:00 – 9:30 - SDO IGACOS 2:30 – 4:00 – SDO Davao City	Marilyn Madrazo Emmanuel Alpha Sicam Danilo Canda SDO QMS Teams
April 21	Virtual Orientation on NQMS and workshop on Planning Documents	All OSDS
April 25	Virtual Orientation on NQMS and workshop on Planning Documents	All SGOD
April 26	Virtual Orientation on NQMS and workshop on Planning Documents	All CID
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	Conduct of Management Review	



RECORDS

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**DEPED REGION XI ADVISORY NO. \_\_\_\_**  
April, 2022

An Advisory for All Schools Division Offices

This is in reference to the Unnumbered Regional Memorandum dated March 23, 2022 regarding the **COMPOSITION OF QUALITY MANAGEMENT SYSTEM (QMS) TEAMS AND SCHEDULE OF NQMS TRAININGS IN THE SCHOOLS DIVISION OFFICES**, will be following the **attached updated schedule of activities** to address the conflicts in some of the activities.

Dissemination of this Advisory is desired.

**ALLAN G. FARNAZO**  
Director IV *[Signature]*

ROP3/eads

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Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147



## ANNEX B

## ONE DEPED, ONE QMS ACTIVITIES

## For SDOs in Region XI

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April 22	Virtual Orientation on NQMS and workshop on Planning Documents	All Administrative Section
May 3	Virtual Risk Management Seminar/ Workshop	All OSDS
May 4	Virtual Risk Management Seminar/ Workshop	All SGOD
May 5	Virtual Risk Management Seminar/ Workshop	All CID
May 6	Virtual Risk Management Seminar/ Workshop	All Administrative Section

ANNEX B

May 10	Virtual Presentation of Risk/Opportunity Register (per Division)	All SDOs Employees
May 17	Virtual Orientation on Training and Advocacy Procedure	Training and Advocacy Team
May 24	Virtual Operations Manual Seminar/Workshop	All SDOs Employees
May 31	Virtual Orientation on Citizen/Client Satisfaction Feedback Management Procedure	Admin Unit Legal Unit
June 7	Virtual Orientation on Documented Information Procedure	Knowledge Management Team
June 14	Virtual Orientation on Knowledge Management Procedure	Knowledge Management Team
June 24	Virtual Presentation of Operations Manual	All SDOs Employees
July 12 – 14	Internal Audit Training (Blended)	All SDOs IQA Team
July 15	<ul style="list-style-type: none"> <li>• Virtual Presentation (Inputs)</li> <li>• Activities (Google Classroom)</li> <li>• Examination (Google Drive)</li> </ul>	All SDOs IQA Team All SDOs IQA Team
July 19 - 20	Actual Internal Audit SDO Davao City (F2F)	IQA Team All SDO Employees
August 2 - 3	Actual Internal Audit SDO Davao de Oro (F2F)	IQA Team All SDO Employees
August 9 - 10	Actual Internal Audit SDO Davao del Norte (F2F)	IQA Team All SDO Employees
August 16 - 17	Actual Internal Audit SDO Davao Oriental (F2F)	IQA Team All SDO Employees
August 23 - 24	Actual Internal Audit SDO Davao Occidental (F2F)	IQA Team All SDO Employees
Sept 6 - 7	Actual Internal Audit SDO Panabo City (F2F)	IQA Team All SDO Employees
Sept 13 - 14	Actual Internal Audit SDO Tagum City (F2F)	IQA Team All SDO Employees
Sept 20 - 21	Actual Internal Audit SDO Digos City (F2F)	IQA Team All SDO Employees
Oct 4 - 5	Actual Internal Audit SDO Mati City (F2F)	IQA Team All SDO Employees
Oct 11 - 12	Actual Internal Audit SDO Davao del Sur (F2F)	IQA Team All SDO Employees
Oct 18 - 19	Actual Internal Audit SDO IGACOS (F2F)	IQA Team All SDO Employees
	Conduct of Management Review	