



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

C10-2022-008

To : Reyzen O. Monserate
Education Program Specialist II

Subject : INTERNAL QUALITY AUDITOR IN THE SCHOOLS DIVISION OFFICE

Date : September 21, 2022

Pursuant to Regional Memorandum PPRD-2022-060, please be informed that you are one of the official Internal Quality Auditors in this office. As such, you are expected to perform the functions stated below, to wit:

1. *Plan for the Internal Quality Audit*
 - a. Prepare and disseminate the Audit Program.
 - b. Select Audit Delivery Mode
 - c. Prepare and disseminate the Audit Itinerary
 - d. Review the applicable documents
 - e. Develop Audit Checklist

2. *Conduct the Internal Quality Audit*
 - a. Conduct Opening Meeting
 - b. Interview, document review, and observation
 - c. Record facts and evidence
 - d. Note audit findings
 - e. Inform the auditee/head of office on the audit findings
 - f. Conduct debriefing of all auditors

3. *Report the result of the Internal Quality Audit*
 - a. Conduct Closing Meeting
 - b. Raise to the appropriate MANCOM the unresolved issues
 - c. Assign Request for Action Number
 - d. Issue Audit Report with Request for Action
 - e. Determine Correction and Corrective Action
 - f. Monitor submission of accomplished Request for Action



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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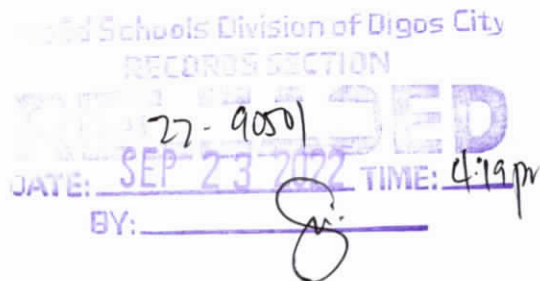
4. *Evaluate Auditors (for Internal Quality Audit Team Leader only)*
 - a. Evaluate the performance of Auditors and suggest interventions of needed.

5. *Follow up of actions taken*
 - a. Verify the effectiveness of actions taken
 - b. Update Request for Action Monitoring Sheet

For information and compliance.

CRISTY C. EPE

Schools Division Superintendent



Enclosed: As stated.

CID/csp



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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
PPRD-2022-060

To: Schools Division Superintendents

Subject: LIST OF INTERNAL QUALITY AUDITORS
IN THE SCHOOLS DIVISION OFFICES

Date: August 25, 2022

In compliance with DO 009, s.2021, "*Institutionalization of a Quality Management System in the Department of Education*" and DM 14, s.2022, "*DepEd Quality Management System Manual and Procedures and Work Instructions Manual*", this Office releases the official list of Internal Quality Auditors for the Schools Division Offices. (see Enclosure 1)

Immediate dissemination of this memorandum is highly desired.

By the Authority of the Regional Director


MARILYN B. MADRAZO

Chief Education Supervisor, PPRD
Officer-In-Charge

Enclosed: As Stated

ROPS/ada

DEPARTMENT OF EDUCATION ROXAS
RECORDS SECTION
RELEASED

By: 4614

Date: Aug 26, 2022

Time: 9:00 AM



Address: F. Torres St., Davao City (8000)

ISO 9001:2015-Certified

OFFICIAL LIST OF INTERNAL QUALITY AUDITORS

SDO DIGOS CITY

1. Cristy C. Epe
 2. Basilio P. Mana-ay, Jr.
 3. Clarence S. Pillerin
 4. Marjun B. Rebosquillo
 5. Cherrie Anne B. Bohol
 6. Reyzen O. Monserate
 7. Mark V. Castañares
 8. Sollie B. Oliver
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