



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 493, s. 2022

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
All Internal Auditors
Process Owners
All Others Concerned

From: FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Subject: **CONDUCT OF DECEMBER 2022 INTERNAL QUALITY AUDIT**

Date: November 22, 2022

In Compliance with the requirements of ISO 9001: 2015, you are hereby directed to prepare the necessary documents needed on the Conduct of Internal and 5S Audits on December 21, 2022 based on the Audit Itinerary below;

DAY/TIME	LOCATION	CLAUSE NO.	PROCESS	RESPONSIBILITY
8:30AM-9:00 AM	VIRTUAL CONFERENCE		OPENING MEETING	QA HEAD/Lead Auditor
9:30 AM-2:30 PM	Office of the SDS	4.1,4.2,5.0	QUALITY MANAGERS	Lora Wenella M. Amores
9:30 AM-2:30 PM	Personnel	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Maintenance Of SDO Facilities & Premises	Sherlito E. Sagapsapan
9:30 AM-2:30 PM	Supply	4.4,5.25.3,6.0 7.0,8.0,9.1	Procurement & Acquisition: Delivery, Inspection & Acceptance; Custodianship & Disposal	Sherlito E. Sagapsapan
9:30 AM-2:30 PM	Personnel	4.4,5.2,5.3,6.0 7.0,8.0	Recruitment, Selection & Promotion	Ann J. Agda-CID

Department of Education
Division of Dapitan City
RELEASED

NO 493 DATE 11/23/22
TIME 8:45 BY [Signature]



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
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9:30 AM-2:30 PM	Personnel	4.4,5.2,5.3,6. 0 7.0,8.0	Personnel Information System	Anthon John S. Soriano-SGOD
9:30 AM-2:30 PM	Personnel	4.4,5.2,5.3,6. 0 7.0,8.0	Salary Administration	Vicente Ramon V. Suarez II- SGOD
9:30 AM-2:30 PM	Personnel	4.4,5.2,5.3,6. 0 7.0,8.0	Personnel Action	Vicente Ramon V. Suarez II- SGOD
9:30 AM-2:30 PM	Accounting	4.4,5.2,5.3,6. 0, 7.0,8.0	Audit Observation Memorandum	Jerry M. Perong- CID
9:30 AM-2:30 PM	Budget	4.4,5.2,5.3,6. 0, 7.0,8.0	Provision of Budget Management & Services	Jerry M. Perong- CID
9:30 AM-2:30 PM	Cash	4.4,5.2,5.3,6. 0 7.0,8.0	Cash/Check Collection, Deposit & Disbursement	Jerry M. Perong- CID
9:30 AM-2:30 PM	Accounting	4.4,5.2 5.3,6.0 7.0,8.0	Maintenance of Complete Set of Books of Accounts & Preparation of General Purpose, Financial Statements & Report	Nancy T. Tendero-QAD
9:30- AM-2:30 PM	Personnel	4.4,5.2,6.0, 7.0,8.0	Management of Customer Satisfaction & Feedback Survey	Jephone P. Yorong-CID
9:30 AM-2:30 PM	Personnel	4.4,5.2,5.3,6. 0 7.0,8.0	Records Management System	Florence S. Gallemit-CID
9:30 AM-2:30 PM	Office of the SDS	4.4,5.2,5.3,6. 0 7.0,8.0 9.1	Provision of Technical Assistance in Managing ICT Solutions & Services	Anthon John S. Soriano-SGOD



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9:30 AM-2:30 PM	Administrative Office	4.4,5.2,5.3,6.0 7.0,8.0	Provision of Records Management Administrative Support & Frontline Services	Vicente Ramon V. Suarez II-SGOD
9:30 AM-2:30 PM	Cash	4.4,5.2 5.3,6.0 7.0,8.0	Disbursement Claim Process	Nueva A. Andag-SGOD
9:30 AM-2:30 PM	Accounting	4.4,5.2 5.3,6.0 7.0,8.0	Preparation of Bank Reconciliation Reports of MDS and & Special Fund Accounts	Jephone P. Yorong-CID
9:30 AM-2:30 PM	Accounting	4.4,5.2 5.3,6.0 7.0,8.0 9.1	Liquidation Report of School MOOE Cash Advance	Florence S. Gallemit- CID
9:30 AM-2:30 PM	Curriculum & Implementation Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Assessment of Learning Process	Anthon John S. Soriano
9:30 AM-2:30 PM	Curriculum & Implementation Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Instructional Management Process	Lora Wenella M. Amores-QAD
9:30 AM-2:30 PM	Curriculum & Implementation Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Literacy Mapping, Interventions and Assessment Process	Nueva A. Andag-SGOD
9:30 AM-2:30 PM	Curriculum & Implementation Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Learning Resource Management Process	Nancy T. Tendero-OSDS
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Implementation of School Monitoring & Evaluation Process	Lora Wenella M. Amores-OSDS
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Community Level Linkages and Partnerships Process	Cynthia O. Dalman-OSDS
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Youth Formation Program Management System	Cynthia O. Dalman-OSDS



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9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Education Planning and Data Management System	Ann J. Agda
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Division Research Management & Technical Support	Ann J. Agda-CID
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Training of Teaching & Non-Teaching Personnel	Amethyst Faith O. Diao-OSDS
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Establishment and Management of Rewards and Recognition System	Nancy T. Tendero-OSDS
9:30 AM-2:30 PM	Dental Office	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Implementation of Dental Health Program	Cynthia O. Dalman -OSDS
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Delivery of Health & Nutrition Program	Jephone P. Yorong
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Implementation of Disaster Risk Reduction Management	Florence S. Gallemit
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Inspection & Validation of Demolition/Repair & School Site for New Construction of School Buildings & Learning Centers	Ma. Perga A. Cadiente
9:30 AM-2:30 PM	Quality assurance Division	4.4,5.2,5.3,6.0 7.0,8.0,9.0,10	Control of Process	Jephone P. Yorong-CID
9:30 AM-2:30 PM	School Governance & Operations Division	4.4,5.2,5.3,6.0 7.0,8.0,9.1	Technical Assistance on Procurement of Infrastructure Projects/Classroom & Office Furniture	Ma. Perga A. Cadiente



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9:30 AM-2:30 PM	School Governance & Operations Division	.4,5.2,5.3,6.0 7.0,8.0,9.0,10	Implementation of Repair/Rehabilitation /Construction of classrooms Under BEEF	Ma. Perga A. Cadiente
9:30 AM-2:30 PM	Quality Assurance Division	4.4,5.2,5.3,6.0 7.0,8.0,9.0,10 SPECIAL AUDIT	Management Review	Amethyst Faith O. Diao-OSDS
9:30 AM-2:30 PM	Quality Assurance Division	4.4,5.2,5.3,6.0 7.0,8.0,9.0,10 SPECIAL AUDIT	Internal Quality Audit	Nerissa T. Luang-OSDS
9:30 AM-2:30 PM	Quality Assurance Division	4.4,5.2,5.3,6.0 7.0,8.0,9.0,10 SPECIAL AUDIT	Control Of Non-conformity and corrective action	Lora Wenella M.Amores-OSDS
9:30 AM-2:30 PM	Quality Assurance Division	4.4,5.2,5.3,6.0 7.0,8.0,9.0,10	Control of Documented Information	Amethyst Faith O. Diao-OSDS
2:30 PM-3:30 PM	Division Conference Hall		AUDITORS TIME	Nueva A. Andag Lead Auditor
3:30PM-4:30 PM	Division Conference Hall		CLOSING MEETING	Nueva A. Andag-Lead Auditor /Sherlito E. Sagapsapan-QAH



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All areas per section shall also be prepared for the 5S audit on same day schedule.

At the end of the audit, all internal auditors are hereby directed to submit the accomplished Audit Checklists and NC Report to Lead Auditor Nueva A. Andag for consolidation.

For guidance and strict compliance.



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