



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 501, s. 2021

TO: **Assistant Schools Division Superintendent**
Chief Education Supervisors (SGOD& CID)
Education Program Supervisors
Public Schools District Supervisors
Administrative Officer V
Accountant III
Budget Officer III
Elementary and Secondary School Heads
SDO Personnel
This Division

SUBJECT: **CONDUCT OF THE SEMINAR-WORKSHOP ON THE CONDUCT OF THE REMOTE AUDIT CUM SECOND SURVEILLANCE AUDIT (REMOTE) FOR ISO 9001:2015 QMS OF THE SCHOOLS DIVISION OF DAPITAN CITY**

DATE: **November 25, 2022**

The Schools Division of Dapitan City in coordination with SOCOTEC Certification International (SCPI) shall conduct the **Seminar-Workshop on the Conduct of the Remote Audit Cum Second Surveillance Audit (Remote) for ISO 9001: 2015 QMS of the Schools Division of Dapitan City** on **December 16, 2022, Friday, from 8:00 AM to 5:00 PM.**

The said activity aims to equip the participants with the knowledge and skills in the conduct of remote/virtual audit scheme and to reassess the conformity of the Quality Management System (QMS) of the Schools Division of Dapitan City against the ISO 9001 Standards.

The SCPI shall conduct the 100% remote audit covering all areas based on our audit program, audit itinerary and man-days required. The auditors are off-site, either auditing from their homes or at SCPI Office at Alabang.

Elements of the remote audit shall include but not limited to: performing interviews to auditees, reviewing documentation information and applicable records (can be done thru advance sending of copy or thru screen sharing as applicable in the meeting/web streaming technology being used); and observing clients activities and processes thru virtual/live streaming with the auditees.



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Department of Education
Division of Dapitan City

RELEASED

NO. 501 DATE 11/28/22
TIME 9:29 BY G




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Participants of the activity are members of the Division QMS Executive Committee, Quality Management Head, Process Owners, Internal Quality Auditors, Document Controller, Records In-charge and all others concerned.

Attached herewith is the composition of the working committees for your ready reference.

Expenses of this activity shall be charged against Division MOOE/HRD Funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent *grv*



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SECOND SURVEILLANCE AUDIT
December 16, 2022, Friday, at 8:00 AM -5:00 PM, Division Conference Hall

WORKING COMMITTEES

Committee	In-Charge	Tasks
Program & Secretariat & ICT Platform	Ma. Perga A. Cadiente Johann Andrei A. Ladera Florence S. Gallemit Lauriel A. Balucan Anthon John S. Soriano Ernalyn R. Daymiel	<ul style="list-style-type: none">• prepare program and preliminary activities• set-up ICT platform and take charge of streaming• inspect desktops/laptops of auditees• prepare attendance sheets and Certificate of Appearance
Meals and Snacks	Dr. Luna Luz B. Racho EPS, PSDSs, PICDs Olga P. Miranda, CPA, JD Finance Services	<ul style="list-style-type: none">• coordinate with incharge of preparing meals and snacks• set-up tables• provide utensils
Physical Arrangement, Sanitation & Standby Power	Geordito T. Olario Nancy T. Tendero Administrative Services	<ul style="list-style-type: none">• clean and prepare the venue• set-up tables and chairs• coordinate with J. Ladera for the set-up• provide fuel & assign operator for the generator• ensure that air conditioning units are working
Validation of Documents and Documented Info.	Nueva A. Andag IQ Auditors Records In-charge	<ul style="list-style-type: none">• Check the documents for audit• Set-up Google Drive for uploading and sharing of documents
Health Protocols/Medical Support	Dr. Glenn E. Mohametano Gwilym C. Elumba, RN Jonathan D. Reluya	<ul style="list-style-type: none">• implement & monitor compliance of health protocols• provide alcohol dispenser in the venue
Coordination	Sherlito E. Sagapsapan Michelle V. Torres	<ul style="list-style-type: none">• confirm schedule of Audit• facilitate payment of surveillance fee

Prepared by:


SHERLITO E. SAGAPSAPAN
CES (SGOD)

Approved by:


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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