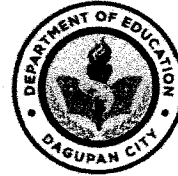


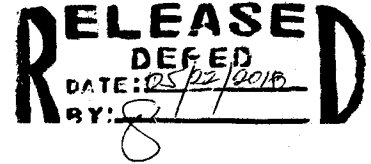


Republic of the Philippines  
**DepED**  
DEPARTMENT OF EDUCATION  
Region I  
DIVISION OF CITY SCHOOLS  
Dagupan City



May 21, 2018

Division Memorandum No. 183, s. 2018

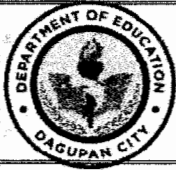


**TO:** Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
All SDO QMS Teams and Members

**FROM:** *[Signature]*  
**DR. LORNA O. BUGAYONG, CESO VI**  
Schools Division Superintendent

**RE: SDO INTERNAL QUALITY AUDIT PROGRAMME**

- 1) This is to inform all concerned including, the rest of the Schools Division Office on re: **ISO Internal Quality Programme** issued herein for the information and guidance of the SDO personnel and other key officials and supervisors.
- 2) Anent to this, *process owners are advised to prepare and complete all relevant documents and records for the conduct of the Internal Quality Audit scheduled on June 18-22, 2018 by the IQA Team of the SDO.*
- 3) *Other documentation requirements not yet submitted or completed by responsible team or staff are expected to be forwarded to the Central Document Controller until Friday, May 25, 2018.*
- 4) For your information and guidance.



SCHOOLS DIVISION OFFICE  
DAGUPAN CITY

SDO-OSDS-QP-003

Revision Status:

Page 1 of 1

Section/Unit: Internal Quality Audit

Date Effective: May 21, 2018

Title: Internal Audit Programme

Audit Frequency: Semi-Annual

Audit Criteria: ISO 9001:2015 Standards; Manual, Procedures, Records and Applicable Legal and Other Requirements

| DEPARTMENT/PROCESS   | PROCESS OWNER                                    | MONTH |   |   |   |   |   |   |   |   |   |   |   | REMARKS |  |
|--|--|-------|---|---|---|---|---|---|---|---|---|---|---|---------|--|
|  |  | J     | F | M | A | M | J | J | A | S | O | N | D |         |  |
| Management Review  | Dr. Loma G. Bugayong                             |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Procurement/BAC  | Dr. Lourdes D. Servito                           |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Risk Management and Control                                | Ma. Linda R. Ventenilla                          |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Continuous Improvement / Technical Assistance              | Dr. Venus Ma. SM. Estonilo                       |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| GAD  | Dr. Marissa O. Perez                             |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| General Services: Security Maintenance                     | Myrel Angelica N. Lopez                          |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Division Library   | Jan Vincent D. Galvez                            |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Finance: Accounting Budget                                 | Harking C. Reyes<br>Zenaida Q. Peralta           |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Legal  | Atty. Jose O. Oviedo                             |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| HRMO   | Pilita O. Bautista                               |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| HRTD   | Dr. Mitchellene V. Rivo                          |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Educational Facilities Unit                                | Engr. Tatum Grace L. Manzano                     |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| School Management Monitoring and Evaluation                | Isagani D. Rosario                               |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Information Technology                                     | Reynante B. Infante                              |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Property and Supply Management                             | Clarita F. Tamayo                                |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Medical  | Dra. Theresa P. Parayno                          |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Dental   | Dra. Jeaneline R. Trigue                         |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Social Mobilization & Networking; Stakeholders/Partnership | Dr. Vladimir C. Parayno<br>Dr. Haydee C. Maiquez |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Disaster Risk Reduction Management Service                 | Marjorie S. Rodriguez                            |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Planning and Research                                      | Dr. Ma. Victoria S. Antonio                      |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Youth Formation  | Gilliane Jessa C. Sable                          |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Records Management   | Jose T. Flores                                   |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| DCC  | Angelita C. Liwag                                |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |
| Internal Audit   | Dr. Isabelita N. Daroya                          |       |   |   |   |   | ✓ |   |   |   |   |   |   | ✓       |  |

Prepared by:  
*ISABELITA N. DAROYA*

Reviewed by:  
*MA. VICTORIA S. ANTONIO*

Approved by:  
*LORNA G. BUGAYONG, Ph.D., CESO VI*

Date: May 21, 2018

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