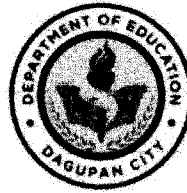
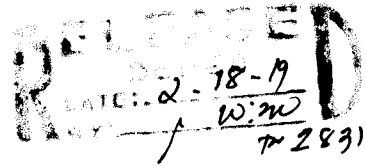


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



Division Memorandum No. 082, s. 2019

TO: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Quality Management Representative  
Internal Quality Audit Team  
SDO Process Owners

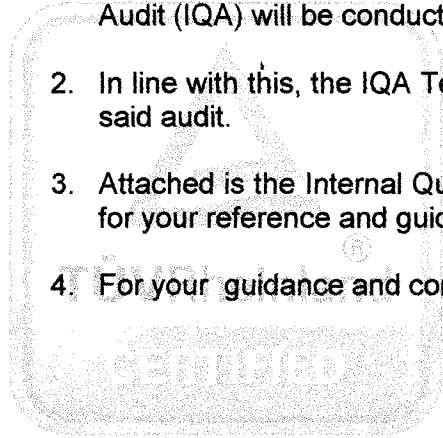


FROM : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DATE : February 18, 2019

RE : **Conduct of the 2019 Internal Quality Audit (IQA)**

1. Prior to the Surveillance of our External Auditor on May, 2019, the 2019 Internal Quality Audit (IQA) will be conducted on February 28 and March 1, 2019.
2. In line with this, the IQA Team and all process owners are advised to prepare for the said audit.
3. Attached is the Internal Quality Audit (IQA) Programme, Plan and Schedule for 2019 for your reference and guidance.
4. For your guidance and compliance.

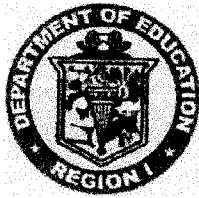


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*[Signature]*  
**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent *[Signature]*







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**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
 DAGUPAN CITY



AREA/UNIT/ PROCESS/ FUNCTION	PROCESS OWNER	MONTH												REMARKS
		J	F	M	A	M	J	J	A	S	O	N	D	
Legal	Atty. Jose O. Oviedo			√									√	
School Management Monitoring and Evaluation	Isagani D. Rosario			√									√	
GAD	Dr. Marissa O. Perez			√									√	
Internal Audit	Jane T. Cajayon			√									√	
<b>EXTERNAL AUDIT</b>														
Surveillance						√								

Management System

Prepared by: **JANE T. CAJAYON**  
Lead Auditor

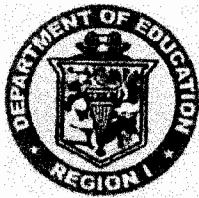
Reviewed by: **MA. VICTORIA S. ANTONIO**  
Quality Management Representative

Recommending Approval: **LOURDES D. SERVITO, Ed. D.**  
Asst. Schools Division Superintendent

**APPROVED:**

**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent

SDO-OSDS-IQA-QF-001

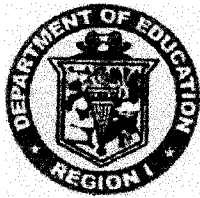


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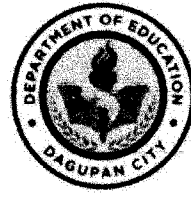


<b>Section/Unit :</b> Internal Quality Audit		<b>Date of Audit :</b> February 28 and March 1, 2019	
<b>Title :</b> Internal Quality Audit Schedule		<b>Audit Frequency :</b> Semi Annual	
<b>Audit Objective/s :</b>			
<ol style="list-style-type: none"> <li>1. To confirm that the Quality Management System has been maintained, updated and sustained in accordance with the requirements of ISO 9001:2015 standard</li> <li>2. To verify the compliance obligation of the organization based on the statutory and regulatory requirements.</li> </ol>			
<b>Audit Scope:</b>			
<ol style="list-style-type: none"> <li>1. The intent of conducting an Internal Quality Audit based on ISO 901:2015 requirements is to provide the process owner/s of each Unit/s with information useful for making an initial assessment about their process/es and satisfying their customers' needs for continuous improvement and for maintaining, updating and sustaining the TUV ISO Certification issued to the SDO.</li> </ol>			
<b>Audit Type :</b> Internal Quality Audit	<b>Audit Language:</b> English, Tagalog, Pangasinan	<b>Audit Criteria:</b> Interview, verification, collection of data/evidences and observation of the activities and areas	
<b>Lead Auditor :</b> Jane T. Cajayon		<b>Team Members :</b>	
<b>Team A</b> Dr. Rosalind R. Lomibao Medarlo V. de Leon Jennifer M. Festejo Jose P. Cardoso	<b>Team B</b> Dr. Cherry A. Cayabyab Alfred B. Gonzales Cristina C. Aquino Jimmy D. Cancino	<b>Team C</b> Dr. Alicia B. Quimboy Willy U. Guieb Ma. Rita Teresa V. Riñoza Dr. Renato R. Santillan	
<b>Team D</b> Isagani D. Rosario Markconi F. Taroma Cindy A. Gano Ma. Imelda A. Infante	<b>Team E</b> Dr. Harking C. Reyes Valentina F. Hortaleza Maricris P. Ferrer Bernadette B. Castro	<b>Team F</b> Dr. Debbie C. Gan Dr. Reymond N. Villare Dr. Agape M. Nabua Gary B. Desoloc	

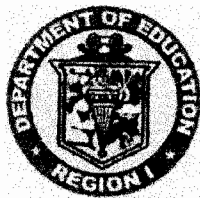
AUDITORS	Day 1 February 28, 2019		Day 2 March 1, 2019	
	9:00-11:00	1:00-3:00	8:00-10:00	1:00-3:00
<b>Team A</b> Dr. Rosalind R. Lomibao Medarlo V. de Leon Jennifer M. Festejo Jose P. Cardoso	Risk Management and Control  Ma. Linda R. Ventenilla	Social Mobilization and Dr. Vladimir C. Parayno  Networking Stakeholders/ Partnership Dr. Haydee C. Maiquez	Dental  Dr. Jeanneline R. Trigue	Legal  Atty. Jose O. Oviedo



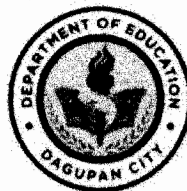
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**DEPARTMENT OF EDUCATION**  
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**SCHOOLS DIVISION OFFICE**  
 DAGUPAN CITY



AUDITORS	Day 1 February 28, 2019		Day 2 March 1, 2019	
	9:00-11:00	1:00-3:00	8:00-10:00	1:00-3:00
<b>Team B</b> Dr. Cherry A. Cayabyab Alfred B. Gonzales Cristina C. Aquino Jimmy D. Cancino	Technical Assistance/ Continuous Improvement  Dr. Venus Maria SM. Estonilo	Disaster Risk Reduction Management Services  Marjorie S. Rodriguez	Information Technology  Reynante B. Infante	GAD  Dr. Marissa O. Perez
<b>Team C</b> Dr. Alicia B. Quimboy Willy U. Guieb Ma. Rita Teresa V. Riñoza Dr. Renato R. Santillan	Procurement/ BAC  Dr. Lourdes D. Servito  Myrel Angelica N. Lopez	Property and Supply Management  Clarita F. Tamayo	Top Management  Dr. Lorna G. Bugayong	School Management Monitoring and Evaluation  Isagani D. Rosario
<b>Team D</b> Isagani D. Rosario Markconi F. Taroma Cindy A. Gano Ma. Imelda A. Infante	Finance (Accounting) Harking C. Reyes  (Budget) Zenaida Q. Peralta	Planning and Research  Research Dr. Ma. Victoria S. Antonio  eBEIs Joanne L. Jimenez	Medical  Dra. Theresa P. Parayno	
<b>Team E</b> Dr. Harking C. Reyes Valentina F. Hortaleza Maricris P. Ferrer Bernadette B. Castro	General Services a. Security b. Maintenance- Minor Repair of Fixtures c. Waste Management  Myrel Angelica N. Lopez		HRTD  Dr. Mitchellene V. Rivo	Customer Satisfaction Survey  Ophelia Q. Vergonia
<b>Team F</b> Dr. Debbie C. Gan Dr. Raymond N. Villare Dr. Agape M. Nabua Gary B. Desoloc	HRMO  Pilita O. Bautista	Educational Facilities Unit Eng'r. Tatum Grace L. Manzano  Library Jan Vincent D. Galvez	Records Management  Benigno Salazar	Central Document Controller  Angelita C. Liwag



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**SCHOOLS DIVISION OFFICE**  
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AUDITORS	Day 1 February 28, 2019		Day 2 March 1, 2019	
	9:00-11:00	1:00-3:00	8:00-10:00	1:00-3:00
<b>QMR</b> <b>Ma. Victoria S. Antonio</b>	March 8, 2019 9:00-11:00	Internal Quality Audit Jane T. Cajayon		

Prepared by :

*Jane T. Cajayon*  
**JANE T. CAJAYON**  
 Lead Auditor  
 Date : Feb.18,2019

Reviewed by :

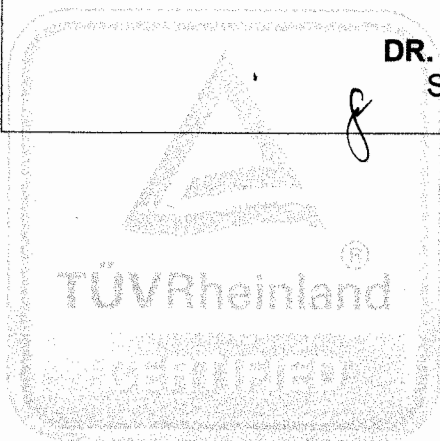
*Ma. Victoria S. Antonio*  
**MA. VICTORIA S. ANTONIO**  
 Quality Management Representative  
 Date : Feb.18,2019

Recommending Approval:

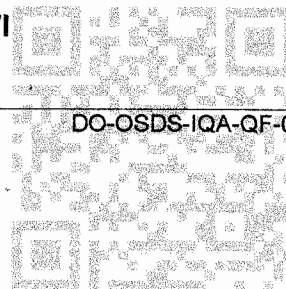
*Lourdes D. Servito*  
**LOURDES D. SERVITO, Ed. D.**  
 Asst. Schools Division Superintendent  
 Date : Feb.18,2019

**APPROVED:**

*Lorna G. Bugayong*  
**DR. LORNA G. BUGAYONG, CESO VI**  
 Schools Division Superintendent  
 Date : Feb.18,2019



ISO 9001:2015



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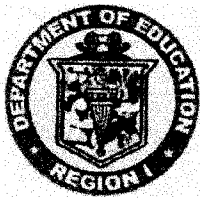
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**SCHOOLS DIVISION OFFICE**  
**DAGUPAN CITY**



<b>Section/Unit :</b> <b>Internal Quality Audit</b>		<b>Date of Audit :</b> <b>February 28 and March 1, 2019</b>	
<b>Title :</b> <b>Internal Quality Audit Plan</b>		<b>Audit Frequency :</b> <b>Semi Annual</b>	
<b>Audit Objective/s :</b>			
<ol style="list-style-type: none"> <li>1. To confirm that the Quality Management System has been maintained, updated and sustained in accordance with the requirements of ISO 9001:2015 standard</li> <li>2. To verify the compliance obligation of the organization based on the statutory and regulatory requirements.</li> </ol>			
<b>Audit Scope:</b>			
<ol style="list-style-type: none"> <li>1. The intent of conducting an Internal Quality Audit based on ISO 901:2015 requirements is to provide the process owner/s of each Unit/s with information useful for making an initial assessment about their process/es and satisfying their customers' needs for continuous improvement and for maintaining, updating and sustaining the TUV ISO Certification issued to the SDO.</li> </ol>			
<b>Audit Type :</b>  Internal Quality Audit	<b>Audit Language:</b>  English, Tagalog, Pangasinan	<b>Audit Criteria:</b>  Interview, verification, collection of data/evidences and observation of the activities and areas	
<b>Lead Auditor :</b> <b>Team Members :</b>		Jane T. Cajayon <a href="http://www.tuv.com">www.tuv.com</a> ID 9108650037	
<b>Team A</b> Dr. Rosalind R. Lomibao Medarlo V. de Leon Jennifer M. Festejo Jose P. Cardoso	<b>Team B</b> Dr. Cherry A. Cayabyab Alfred B. Gonzales Cristina C. Aquino Jimmy D. Cancino	<b>Team C</b> Dr. Alicia B. Quimboy Willy U. Guieb Ma. Rita Teresa V. Riñoza Dr. Renato R. Santillan	
<b>Team D</b> Isagani D. Rosario Markconi F. Taroma Cindy A. Gano Ma. Imelda A. Infante	<b>Team E</b> Dr. Harking C. Reyes Valentina F. Hortaleza Maricris P. Ferrer Bernadette B. Castro	<b>Team F</b> Dr. Debbie C. Gan Dr. Reymond N. Villare Dr. Agape M. Nabua Gary B. Desoloc	

DATE	TIME	AUDITORS	AREA/UNIT/ PROCESS/ FUNCTION	APPLICABLE ISO CLAUSE(S)	AUDITEE/ PROCESS OWNER
February 28	8:00- 9:00	All Auditors	Opening Meeting	NA	All Process Owners

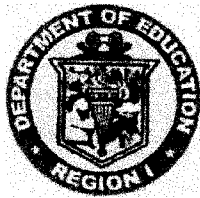




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**SCHOOLS DIVISION OFFICE**  
**DAGUPAN CITY**



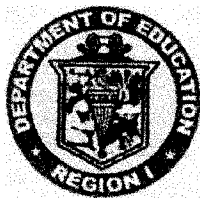
DATE	TIME	AUDITORS	AREA/UNIT/ PROCESS/ FUNCTION	APPLICABLE ISO CLAUSE(S)	AUDITEE/ PROCESS OWNER
February 28	9:00- 11:00	<b>Team A</b> Dr. Rosalind R. Lomibao Medarlo V. de Leon Jennifer M. Festejo Jose P. Cardoso	Risk Management and Control	4.1, 4.2, 4.3, 4.4.1, 5.1.1, 5.1.2, 6.1.1, 6.1.2, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.2, 7.3, 7.4, 7.5.1, 7.5.2, 8.1, 8.2.2, 8.2.3, 8.4.2, 8.4.3, 9.1.3,	Ma. Linda R. Ventenilla
February 28	9:00- 11:00	<b>Team B</b> Dr. Cherry A. Cayabyab Alfred B. Gonzales Cristina C. Aquino Jimmy D. Cancino	Technical Assistance/ Continuous Improvement	4.1, 4.2, 4.3, 4.4.1, 5.1.1, 5.1.2, 5.2.1, 5.2.2 5.3, 6.1.1, 6.1.2, 6.2.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.2, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.1, 8.2.1, 8.4.1, 8.4.2, 8.4.3, 8.5.1, 8.5.2, 8.7.1, 9.1.1, 9.1.2, 10.2.1, 10.2.2	Dr. Venus Maria SM. Estonilo
February 28	9:00- 11:00	<b>Team C</b> Dr. Alicia B. Quimbo Willy U. Guieb Ma. Rita Teresa V. Riñoza Dr. Renato R. Santillan	Procurement/ BAC	4.1, 4.2, 4.3, 4.4.1, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5.1, 7.1.5.2, 7.1.6, 7.2, 7.3, 7.4, 7.5.2 7.5.3.1, 7.5.3.2, 8.1, 8.2.4, 8.4.1, 8.4.2, 8.4.3, 8.5.1, 8.5.2, 8.5.3, 8.5.5, 8.5.5, 8.6, 8.7.1, 9.1.1, 9.1.2, 9.1.3,	Dr. Lourdes D. Servito/  Myrel Angelica N. Lopez
February 28	9:00- 11:00	<b>Team D</b> Isagani D. Rosario Markconi F. Taroma Cindy A. Gano Ma. Imelda A. Infante	Finance (Accounting)  (Budget)	4.1, 4.2, 4.3, 5.1.2 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.5.1, 7.1.5.2, 7.2, 7.3, 7.4, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.2.4, 9.1.1, 9.1.2, 9.1.3	Harking C. Reyes  Zenaida Q. Peralta
February 28	1:00- 3:00	<b>Team E</b> Dr. Harking C. Reyes Valentina F. Hortaleza Maricris P. Ferrer Bernadette B. Castro	General Sevices  a. Security b. Maintenance- Minor Repair of Fixtures c. Waste Management	4.1, 4.2, 4.3, 5.1.2 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.3, 7.1.5.1, 7.1.5.2, 7.2, 7.3, 7.4, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.2.4, 9.1.2, 9.1.3	Myrel Angelica N. Lopez



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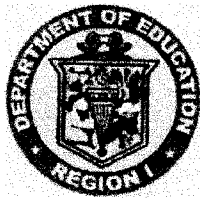
DATE	TIME	AUDITORS	AREA/UNIT/ PROCESS/ FUNCTION	APPLICABLE ISO CLAUSE(S)	AUDITEE/ PROCESS OWNER
February 28	9:00- 11:00	<b>Team F</b> Dr. Debbie C. Gan Dr. Reymond N. Villare Dr. Agape M.Nabua Gary B. Desoloc	HRMO	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.6 7.2, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 9.1.1, 9.1.2, 9.1.3	Pilita O. Bautista
February 28	1:00- 3:00	<b>Team C</b> Dr. Alicia B. Quimboy Willy U. Guieb Ma. Rita Teresa V. Riñoza Dr. Renato R. Santillan	Property and Supply Management	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2. 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.2.4, 8.4.1, 8.4.2, 8.5.1, 8.5.2, 8.5.4, 8.5.5, 8.5.6, 8.6, 8.7.1, 8.7.2, 9.1.1, 9.1.2, 9.1.3	Clarita F. Tamayo
February 28	1:00- 3:00	<b>Team A</b> Dr. Rosalind R. Lomibao Medarlo V. de Leon Jennifer M. Festejo Jose P. Cardoso	Social Mobilization and  Networking Stakeholders/ Partnership	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2. 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Dr. Vladimir C. Parayno  Dr. Haydee C. Maiquez
February 28	1:00- 3:00	<b>Team B</b> Dr. Cherry A. Cayabyab Alfred B. Gonzales Cristina C. Aquino Jimmy D. Cancino	Disaster Risk Reduction Management Services	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2. 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Marjorie S. Rodriguez
February 28	1:00- 3:00	<b>Team D</b> Isagani D. Rosario Markconi F. Taroma Cindy A. Gano Ma. Imelda A. Infante	Planning and Research  Research  eBEIs	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2. 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Dr. Ma. Victoria S. Antonio  Joanne L. Jimenez



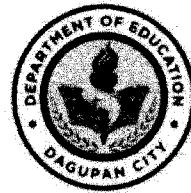
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**SCHOOLS DIVISION OFFICE**  
**DAGUPAN CITY**



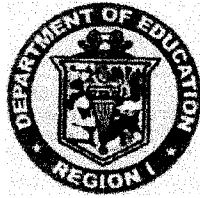
DATE	TIME	AUDITORS	AREA/UNIT/ PROCESS/ FUNCTION	APPLICABLE ISO CLAUSE(S)	AUDITEE/ PROCESS OWNER
February 28	1:00- 3:00	<b>Team F</b> Dr. Debbie C. Gan Dr. Reymond N. Villare Dr. Agape M.Nabua Gary B. Desoloc	Educational Facilities Unit  Library	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.3,7.1.4, 7.1.5.2, , 7.2. 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Eng'r Tatum Grace L. Manzano  Jan Vincent D. Galvez
March 1	8:00- 10:00	<b>Team B</b> Dr. Cherry A. Cayabyab Alfred B. Gonzales Cristina C. Aquino Jimmy D. Cancino	Information Technology	4.1, 4.2, 4.3, 4.4.1, 5.1.1, 5.1.2, 5.2.1, 5.2.2 5.3, 6.1.1, 6.1.2, 6.2.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.2,7.3 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.1, 8.2.1, 8.4.1, 8.4.2, 8.4.3, 8.5.1, 8.5.2, 8.7.1, 9.1.1, 9.1.2, 9.1.3	Reynante B. Infante
March 1	8:00- 10:00	<b>Team D</b> Isagani D. Rosario Markconi F. Taroma Cindy A. Gano Ma. Imelda A. Infante	Medical	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2. 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Dra. Theresa P. Parayno
March 1	8:00- 10:00	<b>Team A</b> Dr. Rosalind R. Lomibao Medarlo V. de Leon Jennifer M. Festejo Jose P. Cardoso	Dental	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2. 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Dra. Jeanneline R. Trigue
March 1	8:00- 10:00	<b>Team F</b> Dr. Debbie C. Gan Dr. Reymond N. Villare Dr. Agape M.Nabua Gary B. Desoloc	Records Management	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2. 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Benigno Salazar



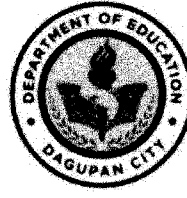
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DATE	TIME	AUDITORS	AREA/UNIT/ PROCESS/ FUNCTION	APPLICABLE ISO CLAUSE(S)	AUDITEE/ PROCESS OWNER
March 1	8:00- 10:00	<b>Team C</b> Dr. Alicia B. Quimboy Willy U. Guieb Ma. Rita Teresa V. Riñoza Dr. Renato R. Santillan	Top Management	4.1, 4.2, 4.3, 4.4.1, 4.4.2, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3, 7.1.6, 7.1.5.1, 7.1.5.2, 7.2, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.1, 8.2.1, 9.1.1, 9.1.2, 9.1.3, 9.3.1, 9.3.2, 9.3.3, 10.1, 10.2.1, 10.3	Dr. Lorna G. Bugayong
March 1	8:00- 10:00	<b>Team E</b> Dr. Harking C. Reyes Valentina F. Hortaleza Maricris P. Ferrer Bernadette B. Castro	HRTD	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.1.6, 7.2, 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Dr. Mitchellene V. Rivo
March 1	1:00- 3:00	<b>Team E</b> Dr. Harking C. Reyes Valentina F. Hortaleza Maricris P. Ferrer Bernadette B. Castro	Customer Satisfaction Survey	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2, 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.2.4, 8.4.1, 8.4.2, 8.5.1, 8.5.2, 8.5.4, 8.5.5, 8.5.6, 8.6, 8.7.1, 8.7.2, 9.1.1, 9.1.2, 9.1.3	Ophelia Q. Vergonia
March 1	1:00- 3:00	<b>Team F</b> Dr. Debbie C. Gan Dr. Reymond N. Villare Dr. Agape M. Nabua Gary B. Desoloc	Central Document Controller	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2, 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Angelita C. Liwag



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March 1	1:00-3:00	<b>Team A</b> Dr. Rosalind R. Lomibao Medarlo V. de Leon Jennifer M. Festejo Jose P. Cardoso	Legal	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1, 5.3, 6.7.2, 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3, 8.2.3, 8.2.4, 9.1.1, 9.1.2, 9.1.3	Atty. Jose O. Oviedo
March 1	1:00-3:00	<b>Team C</b> Dr. Alicia B. Quimboy Willy U. Guieb Ma. Rita Teresa V. Riñoza Dr. Renato R. Santillan	School Management Monitoring and Evaluation	4.1, 4.2, 4.3, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 7.1.2, 7.1.4, 7.1.5.2, 7.2, 7.3, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.2.1, 8.2.2, 8.2.3.1, 8.2.3.2, 8.4, 9.1.1, 9.1.2, 9.1.3	Isagani D. Rosario
March 1	1:00-3:00	<b>Team B</b> Dr. Cherry A. Cayabyab Alfred B. Gonzales Cristina C. Aquino Jimmy D. Cancino	GAD	4.1, 4.2, 4.3, 4.4.1, 5.1.1, 5.1.2, 6.1.1, 6.2.1, 6.2.2, 7.3, 7.5.1, 9.1.3	Dr. Marissa O. Perez
March 15	9:00-11:00	QMR	Internal Audit	4.1, 4.2, 4.3, 4.4.1, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.2, 7.4, 7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2, 8.1, 8.2.1, 8.4.1, 8.4.2, 8.4.3, 8.5.1, 8.5.2, 8.7.1, 9.1.1, 9.1.2, 10.2.1, 10.2.2	Jane T. Cajayon
February 28 and March 1		All Auditors and Process Owners	Closing Meeting (will be done after each scheduled Internal Quality Audit-IQA)	NA	NA
<b>External</b>					
May, 2019		External Auditors	Surveillance	Observation Notes/Forms	All Process Owners
Prepared by : <i>Jane T. Cajayon</i> <b>JANE T. CAJAYON</b> Lead Auditor		Reviewed by: <i>Ma. Victoria S. Antonio</i> <b>MA. VICTORIA S. ANTONIO</b> Quality Management Representative		Recommending Approval: <i>Lourdes D. Servito</i> <b>LOURDES D. SERVITO, Ed. D.</b> Asst. Schools Division Superintendent	
<b>APPROVED:</b> <i>Dr. Lorna G. Bugayong</i> <b>DR. LORNA G. BUGAYONG, CESO VI</b> Schools Division Superintendent					