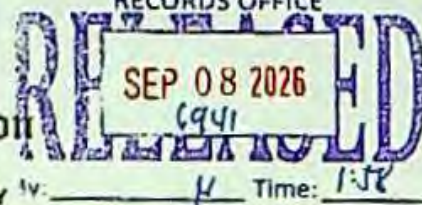




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

September 7, 2026

DIVISION MEMORANDUM
No. 490, s. 2026

RESCHEDULING OF QMS READINESS AUDIT

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All other concerned

1. Pursuant to Division Memorandum No. 467, s. 2026, entitled "Updated QMS Journey Timeline Towards the Readiness Audit," the Mock Audit, originally scheduled for September 7-8, 2026, is hereby rescheduled to September 15-16, 2026.
2. The rescheduling of the QMS Readiness Audit is necessitated by the suspension of work brought about by the effects of the Southwest Monsoon (Habagat), which resulted in flooding along major roads and affected the mobility and accessibility of personnel within the city.
3. The adjustment of the schedule will provide all concerned offices and personnel sufficient time to organize the required documents and prepare for the audit, including the IQA of the regional personnel.
4. For your reference and guidance, attached to this Memorandum are the Audit Itinerary and the Matrix of the Internal Quality Audit Schedule, which provide the details and schedule of activities for the conduct of the Mock Audit.
5. For information, dissemination, and appropriate action.


MARCIANO U. SORIANO JR., PHD, CESO VI
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent



Address: Burgos Street, Poblacion Oeste, Dagupan City, Pangasinan
Website: depeddagupan.com | Email: dagupan.city@depd.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	Anna Liza M. Chan and Staff Office of the Assistant Schools Division Superintendent
AUDIT SCHEDULE:	September 15-16, 2026
AUDIT SCOPE:	☒ Management Process ☐ Core Process ☐ Support Process
AUDIT OBJECTIVES:	1. Assess the Conformity to the Established QMS, 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement
AUDIT CRITERIA:	ISO 9001:2015 requirements; approved documented procedures and declared process manuals; applicable statutory and regulatory requirements, organizational policies and quality objectives; process performance indicators, and requirements for continual improvement.
LEAD AUDITOR:	Markconi Taroma
MEMBER AUDITORS:	Agnes T. Calicdan, Maria Victoria S. Antonio, Sheryl S. Villacorta, Leonarda J. Manansala, Agnes B. Royulada, Harking C. Reyes, Paz Fernandez, Bethany Venice Bautista, Jane P. Salayog, and Glenn Erickson T. Basco.
RESOURCE REQUIREMENTS:	All declared management processes shall be audited for conformity to ISO 9001:2015 requirements, compliance with documented procedures (QCPs) and applicable regulations, effectiveness of implementation, adequacy of controls and resources, performance monitoring, and continual improvement.

Office to be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/Names)	Applicable Clauses	Date/ Time Covered	Auditor
	OPENING MEETING Division Training Center			Sept. 15, 2026 8:00-8:30 AM	
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Plan Formulation Sub-Process: 1. Strategic Planning	DEXECOM with the Division Planning Team	4.1 6.1 6.2	Sept. 15, 2026 8:30-10:00 AM	Victoria Antonio Sheryl Villacorta
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Plan Formulation Sub-Process: 2. Medium Term Planning	DEXECOM with the Division Planning Team	6.2 6.3 8.1	Sept. 15, 2026 8:30-10:00 AM	Victoria Antonio Sheryl Villacorta
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Plan Formulation Sub-Process: 3. Operational Planning	DEXECOM with the Division Planning Team	6.2 6.3 8.1	Sept. 15, 2026 8:30-10:00 AM	Victoria Antonio Sheryl Villacorta
Office of the Schools Division Superintendent (OSDS)	Process: Policy Development Sub-Process: 1. Policy Implementation	DEXECOM with the Division	6.2 7.1 8.1	Sept. 15, 2026 8:30-10:00 AM	Victoria Antonio Sheryl Villacorta



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 SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
 Superintendent**

SDO Dagupan City		Planning Team			
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Policy Development Sub-Process 2. Policy Review	DEXECOM with the Division Planning Team		Sept. 15, 2026 8:30-10:00 AM	Victoria Antonio Sheryl Villacorta
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Performance Management and Evaluation Sub-Process: 1. EXECOM 2. MANCOM 3. Management Review	DEXECOM with the Division Planning Team	5.1 7.4 9.3	Sept. 15, 2026 8:30-10:00 AM	Agnes Calicdan Glenn Basco
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Performance Management and Evaluation Sub-Process: 4. Program/Project Implementation Review	Isagani Rosario	8.1 9.1.1 10.2	Sept. 15, 2026 8:30-10:00 AM	Agnes Calicdan Glenn Basco
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Performance Management and Evaluation Sub-Process: 5. Office and Staff Performance Management Appraisal	SGOD	7.5 9.1.1 9.1.3	Sept. 15, 2026 8:30-10:00 AM	Agnes Calicdan Glenn Basco
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Performance Management and Evaluation Sub-Process: 6. Education Statistics Monitoring	Performance Management Team	7.2 9.1.1 10.2	Sept. 15, 2026 8:30-10:00 AM	Agnes Calicdan Glenn Basco
Office of the Schools Division Superintendent (OSDS) SDO Dagupan City	Process: Performance Management and Evaluation Sub-Process: 7. Monitoring of Citizen/Client Satisfaction Survey	Designated Information Officer	9.1.1 9.1.2 10.3	Sept. 15, 2026 8:30-10:00 AM	Agnes Calicdan Glenn Basco
QMS Team	Risk Management	Liezl Cancino Risk Management Team Members		Sept. 15, 2026 8:30-10:00 AM	Markconl Taroma
QMS Team	Knowledge Management	Maria Linda Ventenilla Knowledge Management Team Members		Sept. 15, 2026 8:30-10:00 AM	Victoria Antonio Sheryl Villacorta



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent

	CLOSING MEETING Division Training Center	Sept. 16, 2026 4:30 PM	
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Prepared by:

MARKCONI F. TAROMA
Internal Lead Quality Auditor
Date: September 2, 2026

Reviewed and Approved by:

JANE T. CAJAYON
Quality Management Representative
Date: September 2, 2026



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	Maria Linda R. Ventonilla and Concerned Personnel SDO-Dagupan City, Burgos Street, Dagupan City
AUDIT SCHEDULE:	September 15-16, 2026
AUDIT SCOPE:	☐ Management Process ☒ Core Process ☐ Support Process
AUDIT OBJECTIVES:	1. Assess the Conformity to the Established QMS, 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement
AUDIT CRITERIA:	ISO 9001:2015 requirements; approved documented procedures and declared process manuals; applicable statutory and regulatory requirements; organizational policies and quality objectives; process performance indicators; and requirements for continual improvement.
LEAD AUDITOR:	Markcon F Taroma
MEMBER AUDITORS:	Agnes T. Calicdan, Maria Victoria S. Antonio Sheryl S. Villacorta, Leonarda J. Manansala, Agnes B. Royulada, Harking C. Reyes, Paz Fernandez, Bethany Venice Bautista, Jane P. Salayog, and Glenn Erickson T. Basco
RESOURCE REQUIREMENTS:	All declared management processes shall be audited for conformity to ISO 9001 2015 requirements, compliance with documented procedures (QCPs) and applicable regulations, effectiveness of implementation, adequacy of controls and resources, performance monitoring, and continual improvement.

Office to be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/Names)	Applicable Clauses	Date/Time Covered	Auditor
CID - PSDS	Process: Learning Delivery Management and Development Sub-Process: 1. Instructional Supervision and Management	PSDSs	7.2 8.5.1 9.1.1	Sept. 15, 2026 8:30-10:30 AM	Harking Reyes
CID-LR	Process: Learning Resource Management and Development Sub-Process: 1. Development of Contextualized Learning Resources	Renata Rovillos EPS-LR	7.5 8.3.1 8.3.4	Sept. 15, 2026 8:30-10:30 AM	Harking Reyes
CID-LR	Process: Learning Resource Management and Development Sub-Process: 2. Management of Quality Assurance of Learning Resources/ Contextualized Learning Resources	Renata Rovillos EPS-LR	8.5.1 8.6 9.1.1	Sept. 15, 2026 8:30-10:30 AM	Harking Reyes
CID SGOD-SMME	Process: Education Research and Assessment	Maria Linda Ventonilla	7.5 8.3.1	Sept. 15, 2026	Victoria Antonio



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	Sub-Process 1. Design and Development of Assessment, Framework, programs and Tools/ Instrument	Isagani Rosano	8.3.4	10:30-12:00	Victoria Antonio Sheryl Villacorta
CID SGOD-MME	Process: Education Assessment and Research Sub-Process: 2. Assessment Operation	Maria Linda Ventenilla Rosario Isagani	8.5.1 8.6 9.1.1	Sept. 15, 2026 10:30-12:00	Victoria Antonio Sheryl Villacorta
CID	Process: Education Assessment and Research Sub-Process 3. Data Analysis and Interpretation	Maria Linda Ventenilla CID Personnel	7.5 9.1.1 9.1.3	Sept. 15, 2026 10:30-12:00	Victoria Antonio Sheryl Villacorta
CID	Process: Education Assessment and Research Sub-Process 4. Development of Education Research Framework, Design, Procedures and Instruments	Maria Linda Ventenilla CID Personnel	7.5 8.3.1 8.3.4	Sept. 15, 2026 10:30-12:00	Victoria Antonio Sheryl Villacorta
CID	Process: Education Assessment and Research Sub-Process 5. Conduct of Research	Maria Linda Ventenilla CID Personnel	6.1 8.5.1 9.1.1	Sept. 15, 2026 10:30-12:00	Victoria Antonio Sheryl Villacorta
CID	Process: Education Assessment and Research Sub-Process 6. Utilization of Research Data and Information	Maria Linda Ventenilla CID Personnel	8.1 9.1.3 10.3	Sept. 15, 2026 10:30-12:00	Victoria Antonio Sheryl Villacorta
SGOD	Process: Learning Professional Development and Management for Teachers and School Leaders Sub-Process: 1. Design and Development of Learning/PD Standards and programs/courses	Diana Irish Jimenez Gilliane Casaclang	6.2 8.3.1 8.3.4	Sept. 15, 2026 10:30-12:00	Leonarda Manansala Jane Salayog
SGOD	Process: Learning Professional Development and Management for Teachers and School Leaders Sub-Process: 2. Management of Learning/PD Programs	Diana Irish Jimenez Gilliane Casaclang	7.2 8.1 9.1.1	Sept. 15, 2026 10:30-12:00	Leonarda Manansala Jane Salayog



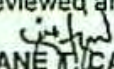
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SGOD	Process: Learning Professional Development and Management for Teachers and School Leaders Sub-Process: 3. Quality Assurance of Learning /PD Programs	Diana Irish Jimenez Gilliane Casaciang	8.6 9.1.1 9.1.2	Sept. 15, 2026 10:30- 12:00	Leonarda Manansala Jane Salayog
SGOD	Process: Learning Professional Development and Management for Teachers and School Leaders Sub-Process: 4. M&E of Learning/PD Programs	Isagani Rosario	9.1.1 9.1.3 10.2	Sept. 15, 2026 10:30- 12:00	Leonarda Manansala Jane Salayog

Prepared by:

MARKCONI F. TAROMA
Lead Internal Quality Auditor
Date: September 2, 2026

Reviewed and Approved by


JANE T. CAJAYON
Quality Management Representative
Date: September 2, 2026



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

AUDIT ITINERARY

AUDITEE NAME & ADDRESS:	SGOD and OSDS Personnel as stated SDO-Dagupan City, Burgos Street, Dagupan City
AUDIT SCHEDULE:	September 15-16, 2026
AUDIT SCOPE:	☐ Management Process ☐ Core Process ☒ Support Process
AUDIT OBJECTIVES:	1. Assess the Conformity to the Established QMS; 2. Evaluate its Effectiveness; and 3. Identify Opportunities for Improvement
AUDIT CRITERIA:	ISO 9001 2015 requirements; approved documented procedures and declared process manuals; applicable statutory and regulatory requirements; organizational policies and quality objectives; process performance indicators; and requirements for continual improvement.
LEAD AUDITOR:	Markconi F. Taroma
MEMBER AUDITORS:	Agnes T. Calicdan, Maria Victoria S. Antonio, Sheryl S. Villacorta, Leonarda J. Manansala, Agnes B. Royulada, Harking C. Royes, Paz Fernandez, Bethany Venice Bautista, Jane P. Salayog, and Glenn Erickson T. Basco.
RESOURCE REQUIREMENTS:	All declared management processes shall be audited for conformity to ISO 9001:2015 requirements, compliance with documented procedures (QCPs) and applicable regulations, effectiveness of implementation, adequacy of controls and resources, performance monitoring, and continual improvement.

Office to be Audited (Bureau/Service/ Division/Unit)	Declared Processes	Auditees (Specific Units/Names)	Applicable Clauses	Date/ Time Covered	Auditor
Property and Supply Unit	Process: Asset Management Sub-Process: 1. Acquisition of tangible and intangible assets	Clarita Tamayo	7.5 8.1 8.4	Sept. 15, 2026 8:30- 10:00	Bethany Bautista Paz Fernandez
Property and Supply Unit	Process: Asset Management Sub-Process: 2. Asset Disposition	Clanta Tamayo	7.5 8.5.1 8.7	Sept. 15, 2026 8:30- 10:00	Bethany Bautista Paz Fernandez
Property and Supply Unit	Process: Asset Management Sub-Process: 3. Asset Utilization and Inventory	Clanta Tamayo	7.1.3 7.1.5 8.5.4	Sept. 15, 2026 8:30- 10:00	Bethany Bautista Paz Fernandez
SGOD – Planning and Research Section	Process: Data Information Management Sub-Process 1. Data Dissemination	Joann Jimenez	7.4 7.5 8.2.1	Sept. 15, 2026 1:00- 2:30	Leonarda Manansala Jane Salayog
SGOD – Planning and Research Section	Process: Data Information Management Sub-Process 2. Data Management	Joann Jimenez	6.1 7.5 9.1	Sept. 15, 2026 1:00- 2:30	Leonarda Manansala Jane Salayog
SGOD – Planning and	Process: Data Information Management	Joann Jimenez	6.1 7.1.3	Sept. 15, 2026	Leonarda Manansala



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Research Section	Sub-Process 3 Management of Information System		7.1.6	1:00-2:30	Jane Salayog
SGOD- Social Mobilization and Networking	Process: Disaster Risk Reduction and Management Sub-Process: 1. Contingency Planning, Formulation and Enhancement	Elvira Villamor	6.1 8.1 10.2	Sept. 15, 2026 10:30-12:00	Agnes Calicdan Glenn Basco
SGOD- Social Mobilization and Networking	Process: Disaster Risk Reduction and Management Sub-Process: 2. DRRM Information System and Research	Elvira Villamor	7.1.6 7.5 9.1	Sept. 15, 2026 10:30-12:00	Agnes Calicdan Glenn Basco
SGOD- Social Mobilization and Networking	Process: Disaster Risk Reduction and Management Sub-Process: 3 IEC and Advocacy for Resilience	Elvira Villamor	7.3 7.4 8.2.1	Sept. 15, 2026 10:30-12:00	Agnes Calicdan Glenn Basco
SGOD- Social Mobilization and Networking	Process: Disaster Risk Reduction and Management Sub-Process: 4. Learning Continuity and Resilience Interventions	Elvira Villamor	6.3 8.1 8.5.1	Sept. 15, 2026 10:30-12:00	Agnes Calicdan Glenn Basco
SGOD- Social Mobilization and Networking	Process: Disaster Risk Reduction and Management Sub-Process: 5. Monitoring and Evaluation of Comprehensive School Safety (CSS)	Elvira Villamor	9.1 9.2 10.3	Sept. 15, 2026 1:00-2:30	Agnes Calicdan Glenn Basco
SGOD- Social Mobilization and Networking	Process: Disaster Risk Reduction and Management Sub-Process: 6. Partnership for Strengthening Resilience	Vladimir Parayno Elvira Villamor	6.1.1 6.1.2 7.4	Sept. 15, 2026 1:00-2:30	Agnes Calicdan Glenn Basco
SGOD- Social Mobilization and Networking	Process: Disaster Risk Reduction and Management Sub-Process: 7. Resilience in Education	Vladimir Parayno Elvira Villamor	7.2 7.3 8.5.1	Sept. 15, 2026 1:00-2:30	Agnes Calicdan Glenn Basco
SGOD- Social Mobilization and Networking	Process: Extomal Partnership Management Sub-Process: 1. Commemorative and other related events management	Vladimir Parayno Elvira Villamor	7.4 8.1 9.1.1 9.1.3	Sept. 15, 2026 3:00-4:30	Leonarda Manansala Jane Salayog



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SGOD- Social Mobilization and Networking	Process: External Partnership Management Sub-Process: 2. Partnership Development and Management	Vladimir Parayno Elvira Villamor	7.5.2 7.5.3 8.4.1 8.4.3 9.1.1	Sept. 15, 2026 3:00-4:30	Leonarda Manansala Jane Salayog
Budget Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 1. Budget Accountability Reporting	Jeanette Sison	7.5.2 7.5.3 9.1.1 9.1.3	Sept. 15, 2026 10:30-12:00	Markconi Taroma
1. Budget Unit 2. Planning and Research Section	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 2. Budget Preparation and Approval	Jeanette Sison	6.2.1 6.2.2 7.5.2 8.1	Sept. 15, 2026 10:30-12:00	Markconi Taroma
1. Budget Unit 2. Planning and Research Section	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 3. Budget Processing and Execution	Jeanette Sison	7.5.3 8.1 d-e 8.5.1	Sept. 15, 2026 10:30-12:00	Markconi Taroma
1. Cash Unit 2. Administrative Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 4. Collection and Deposits	Allan Manaois	7.5.3.2 8.1 8.5.2	Sept. 15, 2026 10:30-12:00	Bethany Bautista Paz Fernandez
1. Cash Unit 2. Administrative Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 5. Control of accountable forms	Allan Manaois	7.5.3.2 8.1 8.5.2	Sept. 15, 2026 10:30-12:00	Bethany Bautista Paz Fernandez
1. Cash Unit 2. Administrative Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 6. Disbursement	Allan Manaois	7.5.3 8.1 8.5.1 a-f	Sept. 15, 2026 10:30-12:00	Bethany Bautista Paz Fernandez
Accounting Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process:	Harking Reyes Accounting Personnel	7.5.3 9.1.1 9.1.3 10.2	Sept. 15, 2026 1:00-2:30	Victoria Antonio Sheryl Villacorta



Republic of the Philippines
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SCHOOLS DIVISION OF DAGUPAN CITY

	7 Financial Accountability and Recording				
1 Cash Unit 2. Administrative Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process 8. Maintenance and Closure of Checks			Sept. 15, 2026 1:00-2:30	Victoria Antonio Sheryl Villacorta
Accounting Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 9. Monitoring and Recording of Financial Transactions	Harking Reyes Accounting Personnel	6.1 9.1.1 9.1.3	Sept. 15, 2026 3:00-4:30	Victoria Antonio Sheryl Villacorta
Accounting Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process 10. Pre-Audit and Disbursement	Harking Reyes Accounting Personnel	7.5.3 8.5.1 e-f 9.2	Sept. 15, 2026 3:00-4:30	Victoria Antonio Sheryl Villacorta
1. Cash Unit 2. Administrative Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 11. Preparation of ACIC/SLIAE	Allan Manzois	7.5.2 7.5.3 8.1 9.1.1	Sept. 15, 2026 3:00-4:30	Victoria Antonio Sheryl Villacorta
Accounting Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 12. Provident Fund Management	Harking Reyes Accounting Personnel	7.5.3 8.5.1 9.1.3	Sept. 15, 2026 3:00-4:30	Agnes Calicdan Glenn Basco
Accounting Unit	Process: Financial Management (Budget, Accounting, Cash, and Employee Accounts Management) Sub-Process: 13. Systems Improvement and Administrative Service (EFRs)	Harking Reyes Accounting Personnel	6.1 7.5.3 10.3	Sept. 15, 2026 3:00-4:30	Agnes Calicdan Glenn Basco
SGOD-School Health Section	Process: General Services Management Sub-Process: 1. Clinic Management	Medical Dental Personnel	7.2 7.3 7.5.3 8.5.1	Sept. 15, 2026 1:00-2:30	Markconi Taroma
Administrative Unit	Process: General Services Management Sub-Process: 2. Facilities Maintenance	Tatum Grace Manzano	7.1.3 8.5.1 8.7	Sept. 15, 2026 10:30-12:00	Harking Reyes



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Administrative Unit	Process: General Services Management Sub-Process: 3. Housekeeping and Ground Maintenance	Myrel Angelica Lopez	7.2 7.3 8.5.1 7.1.3	Sept. 15, 2026 1:00-2:30	Bethany Bautista Paz Fernandez
Administrative Unit	Process: General Services Management Sub-Process: 4. Security Services	Myrel Angelica Lopez	6.1 8.5.1 7.1.3	Sept. 15, 2026 1:00-2:30	Bethany Bautista Paz Fernandez
Administrative Unit	Process: General Services Management Sub-Process: 5. Transportation Service and Vehicle Maintenance	Clarita Tamayo	7.1.3 8.5.1 a-f 8.7	Sept. 15, 2026 1:00-2:30	Bethany Bautista Paz Fernandez
1. Personnel Unit 2. Finance Unit	Process: Human Resource Management and Development Sub-Process: 1. Compensation and Benefits	Chelsea Paras HR Personnel	7.5.3 8.5.1 9.1.3	Sept. 15, 2026 3:00-4:30	Bethany Bautista Paz Fernandez
Personnel Unit	Process: Human Resource Management and Development Sub-Process: 2. Employee Relations	Chelsea Paras HR Personnel	7.3 7.4 10.2	Sept. 15, 2026 3:00-4:30	Bethany Bautista Paz Fernandez
SGOD- Human Resource Development Section	Process: Human Resource Management and Development Sub-Process: 3. Employees Welfare	Diana Irish Jimenez	6.1 7.1.4 7.3	Sept. 15, 2026 1:00-2:30	Harking Reyes
Personnel Unit	Process: Human Resource Management and Development Sub-Process: 4. Leave Management	Chelsea Paras HR Personnel	7.5.3 8.5.1 9.1.1	Sept. 15, 2026 3:00-4:30	Markconi Taroma
Personnel Unit	Process: Human Resource Management and Development Sub-Process: 5. Personnel Inventory	Chelsea Paras HR Personnel	7.1.2 7.5.3 9.1.1	Sept. 15, 2026 3:00-4:30	Markconi Taroma
1 SGOD- Human Resource Development Section 2. Personnel Unit	Process: Human Resource Management and Development Sub-Process: 5. Personnel Performance Management	Diana Irish Jimenez	7.1.2 7.5.2 7.5.3 9.1.1	Sept. 15, 2026 1:00-2:30	Harking Reyes
Personnel Unit	Process: Human Resource Management and Development	Chelsea Paras/	7.1.2 7.5.2 7.5.3	Sept. 15, 2026 3:00-	Bethany Bautista



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	Sub-Process: 6. Personnel Records Management	HR Personnel	9 1 1	4:30	Paz Fernandez
SGOD- Human Resource Development Section	Process: Human Resource Management and Development Sub-Process: 7. Professional Development/ Learning and Development	Diana Irish Jimenez	7 2 7 3 10 3	Sept. 15, 2026 1:00-2:30	Harking Reyes
1 Personnel Unit 2. SGOD- Human Resource Development Section	Process: Human Resource Management and Development Sub-Process: 8. Recruitment, Selection, Placement and Induction	Chelsea Paras HR Personnel	7 1 2 7 5 3 8 1	Sept. 15, 2026 3:00-4:30	Bethany Bautista Paz Fernandez
SGOD- Human Resource Development Section	Process: Human Resource Management and Development Sub-Process: 9. Rewards and Recognition	Diana Irish Jimenez	7 1 2 7 2 7 3	Sept. 15, 2026 3:00-4:30	Harking Reyes
ICT Unit	Process: ICT Management Sub-Process: 1. Management of ICT solutions	Renante Infante	7 1 3 8 1 9 1 3	Sept. 16, 2026 8:30-10:00	Agnes Calicdan Glenn Basco
ICT Unit	Process: ICT Management Sub-Process: 2. Management of Technology Infrastructure	Renante Infante	7 1 3 7 1 4 8 5 1	Sept. 16, 2026 8:30-10:00	Agnes Calicdan Glenn Basco
ICT Unit	Process: ICT Management Sub-Process: 3. User Support/Help Desk	Renante Infante	8 2 1 8 5 1 10 2	Sept. 16, 2026 8:30-10:00	Agnes Calicdan Glenn Basco
SGOD- Education Facilities Section	Process: Infrastructure Management Sub-Process: 1. Evaluation/ Assessment of construction, repair, rehabilitation and maintenance of education facilities	Tatum Grace Manzano	8 4 1 8 6 9 1 1	Sept. 16, 2026 8:30-10:00	Harking Reyes
SGOD- Education Facilities Section	Process: Infrastructure Management Sub-Process: 2. Inspection/Validation of accomplishment of BEFF projects	Tatum Grace Manzano	8 5 1 8 6 9 1 1	Sept. 16, 2026 8:30-10:00	Harking Reyes
SGOD- Education	Process: Infrastructure Management Sub-Process:	Tatum Grace Manzano	6 1 8 1 8 4 1	Sept. 16, 2026 8:30-	Harking Reyes



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SCHOOLS DIVISION OF DAGUPAN CITY

Facilities Section	3. Management of construction, repair, rehabilitation and maintenance of education facilities			10.00	
SGOD	Process: Health, sports, and youth formation Sub-Process: 1. Program Management	Liezl Cancino SGOD Personnel	6.2 8.1 9.1.1	Sept. 16, 2026 8:30-10:00	Leonarda Manansala Jane Salayog
1. Schools Division Superintendent, 2. Legal Unit or legal Officer Designate	Process: Legal Management Sub-Process: 1. Assistance to the Office of the Solicitor General in pending cases involving DepEd	Atty. Jose Oviedo	7.5 8.2.1 8.5.1	Sept. 16, 2026 8:30-10:00	Bethany Bautista Paz Fernandez
1. Legal Unit or legal Officer Designate 2. SGOD	Process: Legal Management Sub-Process: 2. Development and Implementation of DepEd Child Protection Programs	Atty. Jose Oviedo	7.3 8.1 9.1.1	Sept. 16, 2026 8:30-10:00	Bethany Bautista Paz Fernandez
1. Legal Unit 2. Legal Officer, 3. Fact Finding/ Preliminary Investigation Committee	Process: Legal Management Sub-Process: 3. Evaluation, Investigation, Review and/or Resolution of Complaints/Cases of DepEd Officials, Teaching and Non-Teaching personnel	Atty. Jose Oviedo	5 8.5.2 10.2	Sept. 16, 2026 8:00-10:30	Bethany Bautista Paz Fernandez
1. Legal Unit or 2. Legal Officer Designate	Process: Legal Management Sub-Process: 4. Legal Review of proposed DepEd policies/issuances, agreements, and other legal documents	Atty. Jose Oviedo	7.5 8.2.3 8.3.4	Sept. 16, 2026 10:30-12:00	Bethany Bautista Paz Fernandez
1. Legal Unit or 2. Legal Officer Designate	Process: Legal Management Sub-Process: 5. Sites Tilling and oversight of DepEd school sites	Atty. Jose Oviedo	6.1 8.1 8.4.1	Sept. 16, 2026 10:30-12:00	Bethany Bautista Paz Fernandez
SGOD	Process: Organizational Development Sub-Process: Organization Management	Liezl Cancino	5.3 6.2 7.1.2	Sept. 16, 2026 8:30-10:00	Markconi Taroma
SGOD	Process: 1. Local Private Schools 2. Local International Schools 3. Private Madaris	Isagani Rosario	8.2.3 8.5.1 8.6	Sept. 16, 2026 10:30-12:00	Agnes Calicdan Glenn Basco



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	4. Philippine Schools Overseas. Sub-Process: 1. Evaluation of applications for the Grant of Permits to Operate and Recognitions				
SGOD	Process: 1. Local Private Schools 2. Local International Schools 3. Private Madaris 4. Philippine Schools Overseas. Sub-Process: 2. Evaluation of Applications of Special Orders (SO) of private schools/ Technical Vocational Institutions (TVL)/ Non-DepEd Public Schools	Isagani Rosario	8 2 3 8 5 1 9 1 1	Sept. 16, 2026 10:30- 12:00	Agnes Calicdan Glenn Basco
SGOD	Process: 1. Local Private Schools 2. Local International Schools 3. Private Madaris 4. Philippine Schools Overseas. Sub-Process: 3. Endorsement of Notice of Voluntary (Temporary/Permanent) Closure.	Isagani Rosario	7 5 8.2.1 8 2 3	Sept. 16, 2026 10:30- 12:00	Agnes Calicdan Glenn Basco
SGOD	Process: 1. Local Private Schools 2. Local International Schools 3. Private Madaris 4. Philippine Schools Overseas. Sub-Process: 4. Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools	Isagani Rosario	8 2 3 8.6 9 1 1	Sept. 16, 2026 10:30- 12:00	Agnes Calicdan Glenn Basco
OSDS	Process: Procurement Management Sub-Process 1. Bidding Processes	Anna Liza Chan -ASDS BAC Members	7.5 8.1 8.4.1	Sept. 16, 2026 8:30- 10:00	Victoria Antonio Sheryl Villacorta
End-Users	Process: Procurement Management Sub-Process 2. Contract Implementation	Program Owners BAC Members	6.1 8.4.2 8.5.1	Sept. 16, 2026 8:30- 10:00	Victoria Antonio Sheryl Villacorta
OSDS	Process: Procurement Management Sub-Process 2. Contract Monitoring	Anna Liza Chan-ASDS BAC Members	8.4.1 9 1 1 10.2	Sept. 16, 2026 8:30- 10:00	Victoria Antonio Sheryl Villacorta
OSDS	Process: Procurement Management	Anna Liza Chan-ASDS	6.2 8.1	Sept. 16, 2026	Victoria Antonio



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	Sub-Process 4. Procurement Planning	BAC Members	8 4.1	8:30- 10:00	Sheryl Villacorta
SGOD	Process: Project Management Sub-Process 1. Coordination and Linkages	Vladimir Parayno	4.2 7 4 8 2.1	Sept. 16, 2026 10:30- 12:00	Harking Reyes
SGOD	Process Project Management Sub-Process 2. Project Implementation Management	Liezl Cancino SGOD Personnel	6 1 8 1 9.1.1	Sept. 16, 2026 10:30- 12:00	Harking Reyes
Designated Division Information Officer	Process: Public Affairs Management Sub-Process: 1. Information Management and Dissemination	Designated Division Information Officer	7 4 7 5 9.1 3	Sept. 16, 2026 10:30- 12:00	Leonarda Manansala Jane Salayog
Designated Division Information Officer	Process: Public Affairs Management Sub-Process: 2. Materials Production	Designated Division Information Officer	7 1.5 8 5.1 8 6	Sept. 16, 2026 10:30- 12:00	Leonarda Manansala Jane Salayog
Designated Division Information Officer	Process: Public Affairs Management Sub-Process: 3. Media Relations	Designated Division Information Officer	7 4 8 2.1 9.1 1	Sept. 16, 2026 10:30- 12:00	Leonarda Manansala Jane Salayog
Designated Division Information Officer	Process: Public Affairs Management Sub-Process: 4. Public Relations and Assistance	Designated Division Information Officer	8 2.1 8 5.1 9.1.2	Sept. 16, 2026 10:30- 12:00	Leonarda Manansala Jane Salayog
Records Unit	Process: Public Affairs Management Sub-Process: 5. Publication Issuances	Pilita Bautista	7 4 7 5 8 5 6	Sept. 16, 2026 10:30- 12:00	Victoria Antonio Sheryl Villacorta
Records Unit	Process: Records Management Sub-Process: 1. Access, disclosure, and issuance of documents	Pilita Bautista	7 5 3 8 2.1 9 1.1	Sept. 16, 2026 10:30- 12:00	Victoria Antonio Sheryl Villacorta
Records Unit	Process: Records Management Sub-Process: 2. Handling of Incoming Documents	Pilita Bautista	7.5 3 8 5.1 9.1.1	Sept. 16, 2026 10:30- 12:00	Victoria Antonio Sheryl Villacorta
Records Unit	Process: Records Management Sub-Process: 3. Handling of Outgoing Documents	Pilita Bautista	7.5.3 8 2.1 8 5.1	Sept. 16, 2026 10:30- 12:00	Victoria Antonio Sheryl Villacorta
Records Unit	Process: Records Management	Pilita Bautista	6 1 7.5 3	Sept. 16, 2026	Victoria Antonio



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	Sub-Process: 4. Records Disposition		8 5 6	10:30- 12:00	Sheryl Villacorta
Records Unit	Process: Records Management	Pilita Baulitsa	7.5.3	Sept. 16, 2026	Victoria Antonio
	Sub-Process: 5. Records Inventory		8 5.1 9.1.1	10:30- 12:00	Sheryl Villacorta
1. SGOD- Planning and Research Section 2. SDRC	Process: Research Management Sub-Process: 1. Call for Proposal and Proposal Evaluation	Victoria Antonio	8 2.1 8.2.3 8 5.1	Sept. 16, 2026 1:00- 2:30	Markconi Taroma
SGOD- Planning and Research Section	Process: Research Management Sub-Process: 2. Implementation and Monitoring	Victoria Antonio	6.1 8.1 9.1.1	Sept. 16, 2026 1:00- 2:30	Markconi Taroma
SGOD- Planning and Research Section	Process: Research Management Sub-Process: 3. Dissemination of Research Results	Victoria Antonio	7.4 8.6 9.1.3	Sept. 16, 2026 1:00-2:30	Markconi Taroma
SGOD- Planning and Research Section	Process: Research Management Sub-Process: 4. Archiving	Victoria Antonio	7.5 8.5.6 9.1.1	Sept. 16, 2026 1:00-2:30	Markconi Taroma

Prepared by:

MARKCONI F. TAROMA
Lead Internal Quality Auditor
Date: September 2, 2026

Reviewed by:

JANE T. CAJAYON
Quality Management Representative
Date: September 2, 2026