



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



DIVISION MEMORANDUM

No. 251, s. 2019

To: Asst. Schools Division Superintendent
Quality Management Representative
Risk Management Team Leader
IQA Lead Auditor
Central Document Controller
Continuous Improvement Team Leader
Customer Satisfaction Unit Team Leader
Administrative Officer
Legal Officer
Information Technology Officer
All Process Owners

RELEASED
DEFED
DATE: 7-24-19
BY: ASL
TR 4535

From: **Office of the Schools Division Superintendent**

Date: July 24, 2019

Subject: **SDO ISO YEAR 1 SURVEILLANCE AUDIT**

- 1) In preparation for the forthcoming **Surveillance Audit** of the Schools Division Office quality management system scheduled on **August 9, 2019**, all SDO personnel are herein advised to prepare the necessary updates on the items for observation/interview stated in the Audit Plan sent by the external auditors, the TUV Rheinland (see attached).
- 2) Individual printing of the Audit Plan is requested from all concerned functional offices for dissemination and updating by other personnel.
- 3) For your information, guidance and compliance.


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

Audit plan
CN: 01 100 1834821



Precisely Right.

Client: Department of Education – Schools Division Office Dagupan City
If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved.

Location(s) / Production facility (facilities): Burgos Street, Dagupan City 2400 Philippines

Scope of application: Provision of Curriculum Implementation, School Governance and Operations, including General Administrative Support Services

Applicable standard, Audit criteria: ISO 9001:2015,
Management system documentation of the organization
TÜVR Terms and Conditions

Type of audit: First Surveillance Audit

Client's representative: **Please filled-up**

Audit objective: Management system conformity assessment under application of sampling with the purpose of maintaining the existing certification

Audit language(s): English, Filipino

Audit leader: *Jogina Mendiola (JM) **Auditor(s):** *Jean Laguitao (JL)

external, company: *Free Agent, N/A external, company: *Free Agent, N/A

Environmental verifier: **Expert(s):**
 extern, Firma: extern, Firma:

City, date audit plan preparation: Parañaque City/ 02 July 2019/ Rev.00

Date of last update:

Reasons for modification of the audit plan during the audit:

A room should be available to the auditors for their internal assessment. Auditee representatives accompany the auditors during the entire audit. During the opening meeting, at the latest, the audit team has to be informed about aspects relevant to occupational health and safety in the company.

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Audit time Overview Location xxx

09 August 2019	9001 [Audit time in h]	Sum (on line):
Debit Location:		
Jogina Mendiola (JM)	8h	8h/ 1md
Jean Laguitao (JL)	8h	8h/ 1md
	Total	16h/ 2mds

Date / Time	Organizational Unit and Processes <small>Information about shifts (number of shifts, time of shift changes)</small>	Auditor/ Abbrev.I	Interviewee	Standard Chapter
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09 AUGUST 2019

JM, JL TRAVEL TO DEPED DAGUPAN CITY

(TUVR to DepEd Dagupan – 3.5h)

0900H	Opening Meeting	TÜVR Audit Team	Management Team, QMR, Department/ Unit Representatives, Process Owners	<ul style="list-style-type: none"> - Introduction of the participants - Scope of certification - Audit objectives - Audit plan (security advices, audit proceeding, special features)
0915H	Top Management - Business Planning - Strategic Directions Special Focus: - Management Review; - Changes in the QMS - Quality Policy; - Quality Objectives - Interested Parties and their requirements - Resources - Applicable Regulatory and Statutory Requirements - Customer Satisfaction; Feedback and Complaints Handling - Personnel Development/ Competency - Risk and Opportunities Management - Contract Terms and Conditions	TÜVR Audit Team		4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 9.3, 10.1, 10.2, 10.3
1000H	Curriculum Implementation Division	JM		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1,

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	<ul style="list-style-type: none"> - Learning Resource Management Section - Instructional Management Section - District Instructional Supervision 			10.2, 10.3
1000H	<p>Internal Quality Audit Process Nonconformity/Corrective Action</p> <p>Control of Documented Information</p>	JL		5.3, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 10.1, 10.2, 10.3 7.5
1100H	<p>Governance and Operations Division</p> <ul style="list-style-type: none"> - Human Resource and Development Section Competency/ Training and Development 	JL		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
1200H	Lunch Break			
1300H	<p>Governance and Operations Division</p> <ul style="list-style-type: none"> - School Management Monitoring and Evaluation Section - Planning and Research Section - Education Facilities Section - School and Learning Centers 	JM		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
1300H	<p>Administrative Unit</p> <ul style="list-style-type: none"> - Purchasing Process/ Control of Externally Provided Process, Products and Services (including Selection and Evaluation of Suppliers - Property and Supply Management 	JL		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
1400H	<p>ICT</p> <p>Governance and Operations Division</p> <ul style="list-style-type: none"> - Social Mobilization and 	JL		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

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	Networking			
1500H	Governance and Operations Division – Personnel Records Management Section	JM		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
1500H	Administrative Unit – Physical Plant/ General Services	JL		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
1600H	Consolidation of Audit Findings, Report Preparation	TÜVR Audit Team		
1700H	Closing Meeting	TÜVR Audit Team	Top Management, Management Representative, Process Owners	Presentation of Audit Findings
1800H	End of Audit,			
	09 AUGUST 2019 JM, JL TRAVEL BACK TO TÜVR (DEPED TO TÜVR – 3.5h)			

In case of an audit team the documentation of evidence must be made separately (exception top management). Adequate contact persons in the company must be mentioned in the audit plan.

As per the contract, all work documents are treated confidentially and are stored securely.

Distribution for the client:

(Established by the client)

Distribution for the audit plan:

- Client
 Certification Body (Bodies)
 Auditor/Expert
 Database