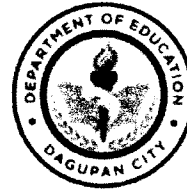




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



Division Memorandum No. 281, s. 2019

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

RELEASED
 DEFED
 DATE: 8-13-19
 BY: [Signature]
 TW4761

FROM : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DATE : August 13, 2019

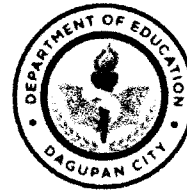
RE : **Meeting of the Internal Quality Audit (IQA) Team and
 Conduct of Surprise Audit**

1. Prior to the Surveillance of our External Auditor on August 16, the Internal Quality Audit (IQA) Team will conduct a surprise audit on August 14, 2019 from 8:00 am to 2:00pm
2. In line with this, the Auditors listed below are requested to attend a meeting on August 13, 2019, 2:00 o'clock in the afternoon at the SGOD Office.
3. The IQA Team Members who will conduct the audit are the following;

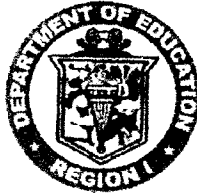
Team	AUDITORS	UNIT	CLAUSES
Team A	Medarlo V. de Leon Jose P Cardoso	Top Management -Customer Satisfaction: Feedback and Complaints Handling (Ophelia Vergonia) Risk and Opportunities (Atty. Jose Oviedo)	4.1,4.2,4.3,4.4, 5.1,5.2,5.3, 6.1,6.2,6.3, 7.1, 8.1,8.2,8.3,8.4,8.5, 9.1,9.3, 10.1,10.2,10.3
Team B	Jennifer M. Festejo Cristina Aquino	CID -Technical Assistance/ CI (Dr. Venus Maria SM. Estonilo/ EPS/PSDS	5.3 6.1,6.2,6.3 7.18.1,8.2,8.3,8.4,8.5 9.1,93 10.1,10.2,10.3



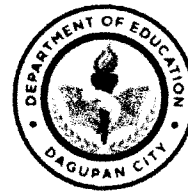
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Team C	Jimmy D. Cancino Renato R. Santillan	SGOD -HRTD (Dr. Mitchellene V. Rivo) Budget and Finance (Dr. Harking C. Reyes and Zenaida Q. Peralta)	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
Team D	Dr. Alicia B. Quimboy Ma. Rita Theresa V. Riñoza	Administrative Unit -General Services/ Physical Plant (Myrel Angelica N. Lopez) Medical (Dr. Theresa P. Parayno)	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
Team E	Willy U. Guieb Markconi F. Taroma	ICT (Reynante B. Infante) Social Mobilization and Networking (Dr. Vladimir C. Parayno and Dr. Haydee C. Maiquez)	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
Team F	Cindy A. Gano Ma. Imelda A. Infante	SGOD -Personnel Records Management Section (Dr. Benigno Salazar) Dental (Dr. Jeanneline R. Trigue)	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




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



Team G	Dr. Debbie C. Gan Maricris P. Ferrer	Control of Documented Information (Angelita C. Liwag) Property and Supply Management Clarita F. Tamayo	7.5 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
Team H	Dr. Bernadette B. Castro Valentina F. Hortaleza	M and E (Isagani D. Rosario) Planning and Research (Joanne L. Jimenez)	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
Team I	Dr. Reymond N. Villare Gary B. Desoloc	Education Facilities Section -(Eng'r Tatum Grace L. Magsano) School and Learning Centers (Library) -Jan Vincent Galvez	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

4. After the audit, Auditors should confer with the Lead Auditor, Jane T. Cajayon and QMR, Dr. Ma. Victoria S. Antonio for the consolidation of audit findings. The report should be prepared immediately and be given to the process owner on the same date.
5. For your guidance and compliance.


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