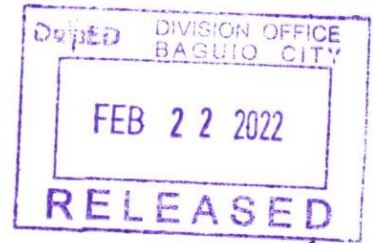




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY



21 February 2022

OFFICE MEMORANDUM
 No. 005, s. 2022

**HYBRID CAPABILITY BUILDING FOR THE INTERNAL QUALITY
 AUDIT (IQA) TEAM AND CONDUCT OF INTERNAL AUDIT**

To : Internal Quality Audit (IQA) Lead Auditor
 Internal Quality Audit (IQA) Team members
 All Others Concerned

- Relative to Office Memorandum No. 51, s. 2022, "Online Management Review Committee (MRC) Meeting", the office will conduct capability building for the IQA member and internal quality audit on February 23 and 24, 2022 from 9:00AM to 5:00PM via:

Zoom link: <https://bit.ly/3p3xtfb>
 Meeting ID: **803 1739 1130**
 Passcode: **aiHTr9**

- Participants are the following:

Top Management
1. Federico P. Martin, EdD, CESO V (QM Chairperson)
2. Christopher C. Benigno, PhD (QM Representative)
3. Juliet Sannad, EdD (IQA Lead Auditor)
IQA Audit Team Members
1. Mary Jane N. Malihod (IQA Deputy)
2. Brendalee C. Awingan
3. Marina Tabangcura
4. Lolita Manzano
5. Jayrerose Guevara
6. Juliet Piok
7. Elaine Cabuang
8. Jovelyn Balantin
9. Samuel Bab-anga
10. Shyra Gail Carino
11. Cynthia Cadawan
12. Atty, Annette Doyaoen
13. Lilibeth Degsi
14. Harris Dizon
15. Belen Tomin
16. Ma. Louella C. Moncada



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3. Participants need to strictly comply with protocols on social distancing and implement precautionary measures consistent with the IATF health protocols, DOH protection protocols, local quarantine rules and all other relevant protocols outlined in DepEd and DepEd Task Force COVID-19 issuances.

4. Immediate and wide dissemination of this Memorandum is desired.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent 





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Enclosure 1: Matrix

February 23, 2022		
Time/Session Number	Activity	Speakers/In-charge
8:30 – 9:00	Registration	
9:00 – 9:30	Preliminaries *Prayer – AVP *Opening remarks and statement of purpose *Message	Juliet Sannad, EdD IQA Lead Auditor Federico Martin, EdD, CEEd, CESO V Schools Division Office
9:31 - 10:00	Presentation of Standard/Clause (ISO 2015:9001)	Christopher C. Benigno, PhD Assistant Schools Division Superintendent Lourdes Lomas-e, EdD QMR Deputy
10:01-10:30	IQA process flow	Mary Jane N. Malihod IQA Deputy
10:30 -11:15	Gathering of evidences against audit criteria	Marina Tabangcura IQA CID Team Leader
11:16 – 12:00	Preparing of Audit Reports	Brendalee C. Awingan IQA Audit to Auditors Team Leader
12:01 – 1:00	LUNCH BREAK	
1:00 – 4:00	Simultaneous internal audit per functional division	

February 24, 2022		
Time/Session Number	Activity	Speakers/In-charge
8:30 – 9:00	Registration	
9:00 – 10:00	Continuation of Simultaneous Audit	IQA Team
10:01 – 12:00	Closing Meeting (presentation of results and discuss any concerns or suggestions on findings)	



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