



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 7, 2020

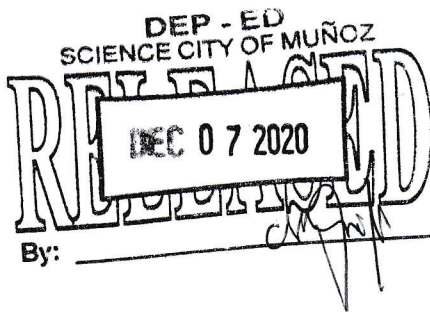
DIVISION MEMORANDUM


No. 226, s. 2020

DIVISION ACTIVITIES IN PREPARATION FOR THE ISO SURVEILLANCE AUDIT

To: Assistant Schools Division Superintendent/
Quality Management Representative (QMR)
Unit Heads
Process Owners
Continuous Improvement-Focal Person
Internal Quality Auditors
Document Control Custodians
All Others Concerned

1. To ensure that our Schools Division Office continuously complies with ISO 9001:2015 Standards and to prepare our Quality Management System (QMS) for the Surveillance Audit, the following activities shall be conducted:
 - a. Review and Evaluation of Processes and Forms per Unit– December 7- 16, 2020;
 - b. Meeting of all Unit Document Controllers – December 10, 2020;
 - c. Internal Quality Audit (IQA) – December 17, 18 and 22, 2020;
 - d. Management Review – December 28-29, 2020;
 - e. Mock Audit / Retooling of Internal Quality Audit Team and Document Control Custodians – January 7-11, 2021; and
 - f. Surveillance Audit – January 28-31, 2021.
2. Unit Heads are encouraged to ensure that all ISO documents are ready and prepared before the Internal Quality Audit.
3. Attached are the approved Internal Quality Audit Plan and Internal Audit Notice.
4. Immediate dissemination of this Memorandum is desired.




DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent



*O*yal, *E*xcellent, *A*ccountable and *D*edicated to *S*ervice
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

INTERNAL AUDIT NOTICE

TO : ALL DIVISION /SECTION / UNIT HEADS
SDO – Science City of Muñoz

FROM : 
DANTE G. PARUNGAO, CESO VI
Schools Division Superintendent

DATE : December 7, 2020

SUBJECT : **AUDIT NOTICE**

Please be informed of the upcoming Internal Quality Audit on December 17-22, 2020. Kindly see attached Audit Plan for your reference.

At a minimum, all Divisions/Units/Sections are expected to be ready with the following:

1. Documented information about departmental objectives aligned with strategic objectives, with monitoring and measures (OPCR, IPCR with mid-year review status and annual rating, quarterly DMEPA).
2. Documented information about departmental risks and opportunities and effectiveness of actions to address them.
3. Master list of departmental procedures, external references, and applicable legal and regulatory requirements
4. staff licenses (if applicable), staff qualification and development, staff profiling
5. Division/section/unit organizational chart, job descriptions/position descriptions
6. Evidences of control of service provision and control of non- conforming output and services:
 - a. Conformance to process flow
 - b. documented status of incident reports
 - c. regular reports submitted to direct head and top management (accomplishment report, WFP, APP, PPA, DMEPA, PMIS status report)
 - d. mandatory reports submitted to regulatory bodies, licenses, permits, evidences of compliance
 - e. documented status of resolutions of customer complaints/ valid negative feedback (if there's any)

Loyal, Excellent, Accountable and Dedicated to Service



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph
DSCM-QMS-IQA-QSF-008Rev.03(01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

- f. monitoring records/ means of verification (MOVs) especially those related to objectives (logbooks, unit- evaluation checklists, minutes)
 - g. copies of closed- out corrective action reports on regulatory audits (AOM, NOV) and previous internal audits.
 - h. control of outsourced products and services, contracts/, evaluations (suppliers, security agency, contractors, consultants, external resource persons)
 - i. work environment management (7S tool)
 - j. fitness for purpose of monitoring and measuring equipment (calibration, preventive maintenance, warranty status, life- span) e.g weighing scale, thermometer
 - k. internal and external communication
 - memoranda, correspondence, special orders, issuances
 - evidence of information dissemination, orientations
 - minutes of meetings
7. result of customer survey related to department
8. Continual improvement projects (e.g. kaizem, one-step lesson, QA studies etc)

Please inform our Audit Team Leader if auditor assignments have been overlooked, as auditors may not audit their own department/section/unit.

Your attendance in the opening and closing meeting is highly expected. Further, division/section/unit heads are advised to refrain from filing leaves of absence unless an officer-in-charge can act as auditee. There shall be no rescheduling of audit outside the prescribed audit days.

For information and guidance.

Loyal, Excellent, Accountable and Dedicated to Service



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-IQA-QSF-008Rev.03(01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

INTERNAL QUALITY AUDIT PLAN

AUDIT OBJECTIVES The internal audit aims to :

- a. evaluate compatibility and alignment of management system objectives with the strategic direction of the organization;
- b. determine continuing suitability, adequacy and effectiveness of the management system with respect to the context and strategic direction of the organization;
- c. determine level of conformance of the management system to the audit criteria;
- d. determine commitment to compliance obligations;
- e. identify opportunities for improvement;
- f. evaluate organization's capability to address risks;
- g. provide input to the analysis aspect of business planning; and
- h. obtain or maintain confidence in the capability of external providers.

SCOPE OF AUDIT Provision of education services with non-applicability clause 8.3 Design & Development
 Deped SDO-Science City of Munoz does not design production and services.

PERIOD OF AUDIT	<i>Dates of audit:</i> Dec.17 - 22, 2020	AUDIT LANGUAGE	Filipino & English
	<i>Date of Report Submission:</i> Dec. 29, 2020		

AUDIT CRITERIA	*ISO 9001: 2015 QMS requirements	*Contractual obligations
	*Applicable legal and statutory requirements	*Performance criteria specially quality objectives / KPIS/OPCRF /IPCRF
	*Organization's management system requirements (policies, process flows, procedures, guidelines)	*Relevant interested parties requirements

Loyal, Excellent, Accountable and Dedicated to Service



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph
 DSCM-QMS-IQA-QSF-002Rev.03(01.31.20)



Certificate No. 50500731 0M15



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

IQA Team members

Leader:

WINNIE W. POLI

Deputy Leader:

NELIE D. SACMAN, PhD

Members:

NEHEMIA L. GANIBAN	MERCEDITA D. SALDERO
AUGUSTO A. MATEO	RODOLFO A. DIZON, PhD
MELODY E. GALINGAN	EMALYN R. MAGLANOC
CYRIL S. TALUSAN	ARNELSON D. CORNEJO

ITINERARY/SCHEDULE

Team A	NEHEMIA L. GANIBAN	MELODY E. GALINGAN
Team B	MERCEDITA D. SALDERO	RODOLFO A. DIZON, PhD
Team C	CYRIL S. TALUSAN	ARNELSON D. CORNEJO
Team D	AUGUSTO A. MATEO	EMALYN R. MAGLANOC

Day 1: December 17, 2020				
Time	Process	Auditors	Auditee	Clauses/ Requirement
8:00 am	Auditor's Meeting	All	NA	NA
9:30:00 AM	Opening meeting	All	All auditees	NA
10:00 - 12:00 am	Top management processes	Team A	SDS ASDS	4.1; 4.2; 4.3; 4.4 5.1; 5.2; 5.3;6.1; 6.2.1; 6.2.2; 6.3; 7.1; 7.1.5; 7.5.1; 7.5.2; 7.5.3; 8.6; 8.7; 9.1; 9.1.2; 9.1.3; 9.3; 10.1; 10.2; 10.3
	Core Processes	Team B	SGOD- Engineer PO	4.2, 5.1.2; 6.1; 6.2; 6.2.1; 6.3; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2.2; 8.2.3; 8.4; 8.4.2; 8.5; 8.5.2; 8.5.3; 8.5.4; 8.5.5; 8.5.6; 8.6; 8.7; 9.1; 9.1.3; 10.2; 10.3
		Team C	CID-LRMDS & Librarian	
Team D	ITO			

Loyal, Excellent, Accountable and Dedicated to Service



Address: Brgy. Rizal, Science City of Muñoz, 3119
 Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
 DSCM-QMS-IQA-QSF-002Rev.03(01.31.20)



Certificate No. 50500731 0M15



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

LUNCH BREAK				
1:00 - 3:00 pm	Core Processes	Team A	SGOD-M & E SocMob, PDO-DRRM	4.2, 5.1.2; 6.1; 6.2; 6.2.1; 6.3; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2.2; 8.2.3; 8.4; 8.4.2; 8.5; 8.5.2; 8.5.3; 8.5.4; 8.5.5; 8.5.6; 8.6; 8.7; 9.1; 9.1.3; 10.2; 10.3
		Team B	SGOD-Medical, Dental, YDC	
		Team C	CID-INST'L MGT. & ASSESSMENT (EPSs)	
	Administrative Services	Team D	Cash/Records	4.2, 5.1.2; 6.1; 6.2; 6.3; 7.1.3; 7.1.4; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 7.8; 8.4; 9.1.3; 5.1; 5.2; 5.3; 7.1; 9.1.3; 9.3; 10.1; 10.3
3:00 - 5:00 pm	Administrative Services	Team A	Personnel and Supply Other Admin services	4.2, 5.1.2; 6.1; 6.2; 6.3; 7.1.3; 7.1.4; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 8.4; 9.1.3; 5.1; 5.2; 5.3; 7.1; 9.1.3; 9.3; 10.1; 10.3
		Team B	Budget	
	Finance/Accounting Services	Team D	Finance	
	Core Processes	Team C	CID-ALS	
Day 2: December 18, 2020				
Time	Process	Auditors	Auditee	Clauses/ Requirement
9:00 - 12:00 pm	Core Processes	Team A & B	SGOD- Planning & Research	4.2, 5.1.2; 6.1; 6.2; 6.3; 7.1.3; 7.1.4; 7.1.5; 7.1.6; 7.2; 7.3; 7.4; 8.4; 9.1.3; 5.1; 5.2; 5.3; 7.1; 9.1.3; 9.3; 10.1; 10.3
	Human Resource Management	Team C & D	SGOD-HR Personnel	5.1.2; 6.1; 6.2; 6.3; 7.1.6; 7.2; 7.3; 7.4; 9.1.3; 8.4
	Control of Outsourced Services and Evaluation of suppliers -BAC Materials Management		BAC Committee	8.4.3

Loyal, Excellent, Accountable and Dedicated to Service



Address: Brgy. Rizal, Science City of Muñoz, 3119
 Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
 DSCM-QMS-IQA-QSF-002Rev.03(01.31.20)



Certificate No. 50500731 OM15



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

LUNCH BREAK				
1:30 – 4:00 pm	DCC Processes	Team A	DCC	7.5, 10
Day 3: December 22, 2020				
Time	Process	Auditors	Auditee	Clauses/ Requirement
8:00 - 12:00 PM	Auditor's Meeting Deliberation, Classifying of Audit Findings, filling-out of CARs	All	NA	NA
2:00 – 5:00 pm	Closing meeting	All	All auditees	NA

Special Audit December 29, 2020				
Time	Process	Auditors	Auditee	Clauses/ Requirement
9:00 am -12:00 pm	IQA Processes	Deputy	IQA Team Leader	9.2, 10.2, 10.3

Prepared by:

[Signature]

WINNIE W. POLI
IQA, Team Leader

Date: _____

Reviewed by:

[Signature]

ZUREX T. BACAY, PhD
Asst. Schools Division Supt./QMR

Date: _____

Approved:

[Signature]

DANTE G. PARUNGAO, CESO VI
Schools Division Superintendent

Date: _____



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119
 Telephone No.: (044) 806 -2192; Email Address: munozone.science.city@deped.gov.ph
 DSCM-QMS-IQA-QSF-002Rev.03(01.31.20)



Certificate No. 50500731 QM15