



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

June 23, 2021

DIVISION MEMORANDUM

No. 231, s. 2021

2021 ISO SURVEILLANCE AUDIT AGENDA

To: Assistant Schools Division Superintendent/
Quality Management Representative (QMR)
Division Chiefs
Unit Heads/Process Owners
All others concerned

1. This is to inform all concerned of the Audit Agenda for the Second Surveillance Audit on **June 28, 2021**.
2. Relative to this, a meeting will be held tomorrow, June 24, 2021 at 10:00 am through MsTeams. All Division Chiefs, Unit Heads and Leaders of all QMS Teams are requested to attend.
3. In addition, Unit Heads are advised to ensure that all ISO documents and records are prepared before the scheduled audit.
4. Attached is the detailed audit plan for reference.
5. Immediate and wide dissemination of this Memorandum is highly desired.

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

JSP/SGOD2021



Loyal, Excellent, Accountable and Dedicated to Service

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Audit plan

Version 22 Jun 2021
Ref. no. 50500731
Company name Department of Education - Schools Division Office of Science City of Muñoz
Site(s) 50500731
Audit standard(s)

ISO 9001:2015	2. Surveillance Audit	Provision of Educational Services
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Audit team Gunnar Abelido (Team leader)
Jenny Barachina (Co-Auditor #1)
Audit language English
Audit date 2021 Jun, 28 - 2021 Jun, 28
Audit criteria
- Requirements of the above mentioned standard(s)
- Relevant statutory, regulatory and contractual requirements for the management system
- Process documentation of the management system developed by the client
- DQS Audit and certification regulations

Audit objective(s)

- X Changes to the certified client and its management system
- X Verification continuous management system implementation
- X Review of effectiveness of measures arising from the previous audit (if applicable) X
- Confirmation of fulfillment of certification requirements
- X Enquiries on aspects of certification (Complaints)
- X Review of any client's statements with respect to its certified operations (e.g. promotional material, website, use of DQS logos and marks, use of the certificate)
- X Customer specific requirements



Audit agenda

Day 1

Time	Location	Subject; Process	Reference	Department	Participants	Auditor(s)	Remote
08:00-08:30	50500731	Opening meeting		Top Management, QMR, Lead Internal Quality Auditor, Document Controller, School Principal, Department Heads	Top Management, QMR, Lead Auditor, related Department Heads	Barachina, Jenny; Abelido, Gunnar	X
08:30-12:00	50500731	Document Control; Interview with Top Management; KPM Monitoring, Performance Evaluation, Objectives, Improvement; Management Review, Internal and External Issues, Risk and Opportunity Register, Interested parties their needs and expectations	4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 6.1; 6.2; 6.3; 7.1; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2; 9.1; 9.2; 9.3; 10.1; 10.2; 10.3	Top Management, QMS, related Department, DCC	Top management, QMR, Overall DCC	Abelido, Gunnar	X
08:30-12:00	50500731	CID - Learning Resource (LR) Management Section; SGOD - Human Resources Development Section; SGOD - School Management Monitoring & Evaluation Section	4.1; 4.2; 4.3; 6.1; 6.2; 7.1; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2; 8.5; 8.7; 9.1	SGOD, CID	SGOD, CID Chief Head and Representatives	Barachina, Jenny	X
12:00-13:00	50500731	Lunch break				Barachina, Jenny; Abelido, Gunnar	X
13:00-16:00	50500731	Internal Audit; Review of use of Logo & marks; Verification of effectiveness of former actions	4.1; 4.2; 4.3; 6.1; 6.2; 7.1; 7.2; 7.3; 7.4; 7.5; 8.1; 8.4; 8.5; 8.6; 9.1; 9.2; 9.3; 10.2	QMR, IQA	QMR, Lead Auditor	Abelido, Gunnar	X
13:00-16:00	50500731	OSDS - Administrative Services - Personnel Hnit; OSDS - Administrative Services - Property and Supply Hnit	4.1; 4.2; 4.3; 5.1; 5.2; 5.3; 6.1; 6.2; 7.1; 7.2; 7.3; 7.4; 7.5; 8.1; 8.2; 9.1	OSDS	OSDS Chief and representative	Barachina, Jenny	X



Time	Location	Subject; Process	Reference	Department	Participants	Auditor(s)	Remote
16:00-16:30	50500731	Audit report writing; Auditor alignment				Barachina, Jenny; Abelido, Gunnar	X
16:30-17:00	50500731	Closing meeting		Top Management, QMR, DCC, IQA, Department Heads and Representatives	Top Management, QMR, DCC, IQA, All Department Heads and Representatives	Barachina, Jenny; Abelido, Gunnar	X
17:00-00:00							
00:00		End of audit					



Summary o audit time

	Lead auditor #1 (Hours)	Lead auditor #2 (Hours)	Lead auditor #3 (Hours)	Lead auditor #4 (Hours)	Lead auditor #5 (Hours)	Lead auditor #6 (Hours)
1. Day	08:00	00:00	00:00	00:00	00:00	00:00

	Co-auditor #1 (Hours)	Co-auditor #2 (Hours)	Co-auditor #3 (Hours)	Co-auditor #4 (Hours)	Co-auditor #5 (Hours)	Co-auditor #6 (Hours)
1. Day	08:00	00:00	00:00	00:00	00:00	00:00