



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

25 October, 2024

DIVISION MEMORANDUM

No. 831, s. 2024

CONDUCT OF THE INTERNAL AUDIT WITH THE NEWLY STRUCTURED QUALITY ASSURANCE AUDIT TEAM

To: Assistant Schools Division Superintendent
Chiefs, Education Program Supervisors (SGOD & CID)
Education Program Supervisors
Public Schools Division Supervisor
Process Owners
This Division

1. In line with the primary objective to institutionalize the Quality Management System (QMS), the office is hereby informed of the conduct of the audit on October 25, 2024, 1:00-5:00 PM.
2. The Internal Quality Audit (IQA) Team will conduct the audit on the QMS Manual, Procedures, Guidelines, Office Orders, Memorandum Order, Special Order, and Applicable Statutory and Regulatory Laws.
3. The team that will conduct the Audit are the following:

IQA TEAM A (SGOD)	IQA TEAM B (CTD)	IQA TEAM C (OSDS)
Team Leader: Eleanor Consuelo H. Rollan	Team Leader: Beverly Anne E. Nicolasora	Team Leader: Arnel C. Calubag
Members: Rochelle Luzano Alvic Francisco	Members: Roy H. Lumban Amor A. Radaza	Members: Mary Caress T. Galono Donacelle Fuentes

4. Further, the result of the audit will be presented to the process owners/ representative with the lead IQA Auditor, Mr. Romeo B. Aclo.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.
6. This office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent



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Encl: NONE

Reference: NONE

To be indicated in the Perpetual Index
Under the following subjects:

MCTG/DM- CONDUCT OF THE INTERNAL AUDIT WITH THE NEWLY STRUCTURED QUALITY ASSURANCE AUDIT TEAM
October 25, 2024

Competence
Diligence
Outstanding Integrity



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