



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY

03/10/2020

MEMORANDUM

To: Schools Division Superintendent) Batanes, Cagayan, Cauayan City
All others concerned) Isabela, Santiago City, Tuguegarao City

From:  **ESTELA L. CARIÑO, EdD, CESO IV**
Director IV/Regional Director

Date: March 10, 2020

Subject: **REFRESHER COURSE FOR INTERNAL QUALITY AUDIT BATCH 2**

1. The Regional Quality Management Office shall conduct a Refresher Course for Internal Quality Audit (IQA) Batch 2 on March 25 – 27, 2020 at the 3rd Floor, NEAP Conference Hall, DepEd Regional Office No. 02, Carig Sur, Tuguegarao City.
2. A refresher course shall be conducted for all the IQA members to re-skill and upskill them on the processes and methods involved in our Quality Management System (QMS, ISO 9001:2015) journey.
3. The following are the participants of this activity:
 - a. **BATANES**
 1. Araceli G. Puño – ITO I, ICT Unit
 2. Miah Daphnie B. Buenafe – PDO II, CID
 3. Jeffrey D. Medina – EPS II, SGOD-HRD
 - b. **CAGAYAN**
 1. Marlene B. Delos Santos – EPS, SGOD
 2. Marites L. Llanes – ASDS
 3. Roberta V. Antolin – PSDS
 4. Manny C. Palattao – EPS, CID
 - c. **CAUAYAN CITY**
 1. Gemma V. Bala – EPS, CID
 2. Criselda C. Corpuz – EPS, CID
 3. Depmar Valdez – EPS, CID
 4. Alexander G. Geronimo – EPS-Designate, CID
 5. Albert Bautista – SEPS, SGOD
 - d. **ISABELA**
 1. Timoteo H. Bahiwal – PO III, SGOD
 2. Lizel V. Casilihan – AO IV, Asset Management
 3. Jesus D. Antonio – Chief ES, SGOD



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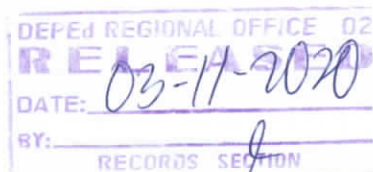
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4. Marciana B. Manghi – SEPS, SGOD
- e. **SANTIAGO CITY**
1. Marfil A. Dulay – EPS II, HRD
 2. Janette V. Bautista – Chief ES, CID
 3. Precious Talosig – Nurse II, SGOD
 4. Minerma Rivera – Admin. Assistant III
- f. **TUGUEGARAO CITY**
1. Jessica T. Catañeda – EPS, LRMDS
 2. Aileen C. Ibañez – SEPS, SGOD
 3. Mariel A. Cammayo – AO IV, Asset Management
 4. Flor Marie Turingan – Accountant III
- g. **TRAINING TEAM**
1. Leoncio P. Lumaban – Quality Management Representative
 2. Christian Roy N. Melad – Lead Auditor
 3. Roman G. Pagaduan, Jr. – Deputy Lead Auditor
 4. Ronnie P. Guiloy – Member, IQA/QAME
 5. Camille Grace I. Uy – Member, IQA
 6. Liberato T. Umangay – Lead, Education & Training Team
 7. James D. Pamittan – Deputy Lead, Education & Training Team
 8. Corazon T. Siringan – Member, Education & Training Team

4. Participants MUST bring their ISO 9001:2015 bible for use during the several workshops. They may also bring their laptops and extension cords but both are optional.
5. The activity shall start at 8:30 AM of the 1st day and shall end at 4:30 PM of the last day.
6. Meals and snacks shall be served to the participants with the Breakfast of the first day as the 1st meal and PM Snacks of the 3rd day as the last meal.
7. The participants are encouraged to be at the Regional Office on Day 0 (March 24) as their accommodation on this day is covered.
8. Meals and accommodation shall be charged to the Regional Office funds, while travel and other incidental expenses shall be charged to the local funds subject to the usual accounting and auditing rules and regulations.
9. Participants are ensured that precautionary measures to prevent the spread of COVID-19 virus shall be implemented upon their arrival until the time of their departure from the DepEd Regional Office No. 02 compound.
10. For information, guidance, and compliance.

QMO/lpl/crm



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