



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

**MEMORANDUM**

To: Schools Division Superintendent  
*Batanes, Cagayan, Isabela, Nueva Vizcaya  
City of Ilagan, Cauayan City, Santiago City, Tuguegarao City,*  
Human Resource Development Division  
All others concerned

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

Date: July 2, 2020

**Subject: IQA REFRESHER COURSE FOR THE SCHOOLS DIVISION OFFICES**

- 1. The Internal Quality Audit Refresher Course scheduled last March 2020 shall now push through with two batches on the following dates and with the following modes:

BATCH	DATES	SDOs	NO. OF PAX	MODE OF TRAINING
1	July 6 – 8, 2020	Cagayan	6	Face-to-Face
		Isabela	2	
		Tuguegarao City	4	
		Regional Office	3	
2	July 21 – 23, 2020	Isabela	4	Virtual
		Santiago City	3	
		Cauayan City	5	
		Batanes	3	

- 2. Internal Quality Auditors under the Schools Division Offices (SDOs) of City of Ilagan and Nueva Vizcaya are very much welcome to attend the said training on any of your preferred dates, but you might be limited with the participation in the workshops. The 2 SDOs mentioned must coordinate with the Regional Quality Management Representative or the Lead Internal Auditor for guidance.
- 3. For those who opted to participate virtually, you are required to do the following:
  - a. Install **Microsoft Teams** Desktop Version to your laptops/desktops.
  - b. Make yourself **aware** with Microsoft Teams environment (i.e. sending chat message, joining a meeting, raising hand, presenting powerpoint/any file, downloading files, uploading files).



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
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- c. If possible, be in a **single session hall** together with your co-auditors so you can **concentrate** on the multiple intensive workshops. Some workshops shall be in **Groups** and you shall be grouped by SDO.
  - d. Answer the **Pre-test** uploaded in the Teams at 8:30 AM of Day 1.
  - e. Answer the **Post-test** and get a score of at least **18/20** to get your certificate.
  - f. Strictly **follow the breaktime** and time-ins and outs.
  - g. Turn-on the **camera** for the whole session so we can see if you are present or not.
  - h. **ENJOY** the training-workshop.
4. Participants who opted to attend face-to-face are not required to do anything but to be physically and mentally present during the 3-day training.
  5. The training shall start at 8:30AM on Day 1 and shall end at around 3:00PM on Day 3
  6. First meal to be served (Face-to-Face) shall be AM Snacks of Day 1 and last meal is PM Snacks of Day 3.
  7. Rest assured that the Regional Office practices a strict compliance on the **Health and Safety Standards** required by the COVID-19 Inter-Agency Task Force.
  8. Training Management and QAME Team is composed of the following:
    - a. Corazon T. Siringan, EPS II, HRDD
    - b. Camille Grace I. Uy, ADAS I, HRDD
    - c. Roman G. Pagaduan, Jr., EPS, QAD
    - d. Ronnie P. Guiloy, EPS, QAD
  9. For questions and clarifications, please contact the Lead IQA, MR. Roman G. Pagaduan, Jr. at his workplace account or at his email at [roman.pagaduan002@deped.gov.ph](mailto:roman.pagaduan002@deped.gov.ph).
  10. For information, guidance, and strict compliance.

QMO/crm



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