



07262/029

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

July 26, 2021

REGIONAL MEMORANDUM

QMO-2021-010

SCHEDULE OF THE INTERNAL QUALITY AUDIT 2021

To: Schools Division Superintendents
(Batanes, Cagayan, Cauayan City
Isabela, Santiago City, Tuguegarao City)
Quality Management Representatives
Lead Internal Quality Auditors
Internal Quality Auditors
Process Owners
All Others Concerned

1. This Office, through the Quality Management Office (QMO) informs that the Internal Quality Audit (IQA) 2021 is scheduled on August 17-20.
2. Each SDO is requested to submit Audit Plan communicated through a memorandum on or before August 4. The Audit Plans shall be filed in the Quality Records of the QMO coded as QR-QMO-002.
3. Results of the IQA shall be the bases for the Management Review (MR) inputs. Thus, the scheduled MR dated August 5 is moved to September 1.
4. Details of the activity are presented in the table below for reference:

SCHEDULE	ACTIVITY/IES	IN-CHARGE	OUTPUT/S
July 30, 2021	Pre-planning Meeting	Regional Lead IQA	Pre-IQA Plan/Audit Plan
August 4, 2021	Submission of Audit Plans	Lead IQAs	Approved Audit Plans
August 17-19, 2021	Internal Quality Audit Proper	Internal Quality Auditors	Audited Processes Audit Findings Audit Reports



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



Doc Code: FM-ORD-003	Rev: 00
As of: July 2, 2020	Page: 1



Republic of the Philippines

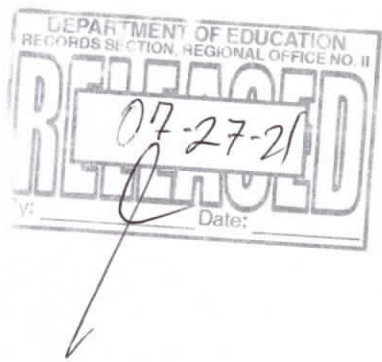
Department of Education

REGION II - CAGAYAN VALLEY

August 20, 2021	Post IQA Meeting	Top Management and IQA Teams	Summary of Findings/Plans for Correction of Corrective Actions
August 23-24, 2021	Preparation of the IQA Report as a basis of inputs to the 1 st MR for 2021	Regional Lead IQAs	Final Report on IQA 2021

- Should you have some concern/s, please contact our Office thru CP. No. 09685201075 (Smart)/09975227272 (Globe) or send email to: qad.region2@deped.gov.ph.
- Immediate dissemination of this Memorandum to all concerned is desired.


BENJAMIN D. PARAGAS PhD, CESO V
 Director IV/Regional Director

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

- IQA
- ISO
- QMS
- Management Review

QAD/LAT/rgpjr



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 304-3855; (078) 396-9728
 Email Address: region2@deped.gov.ph
 Website: region2.deped.gov.ph



Doc Code:	FM-ORD-003	Rev:	00
As of:	July 2, 2020	Page:	2