



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

Aug 17, 2021

REGIONAL MEMORANDUM
QMO-2021-012

**ADJUSTMENTS/AGREEMENTS ON THE NEW SCHEDULE
OF THE INTERNAL QUALITY AUDIT (IQA) 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. As earlier announced through Regional Memorandum No. 172, s. 2021, the August 17-20 schedule was moved to September 6-10. This in compliance to the declaration of RIATF placing Tuguegarao City under Enhanced Community Quarantine (ECQ) for August 12-21, 2021.
2. Relative to this, a coordination meeting of the Lead IQAs and all the auditors was held last August 13 for some adjustments/agreements in the conduct of the IQA 2021.
3. These are the agreements/adjustments made relative to the conduct of IQA 2021:
 - a. **AUDIT YOUR OWN SCHEME.** Due to unpredictable situations, it was decided that SDO-IQA Team will audit its own processes.
 - b. **FACE-TO-FACE, VIRTUAL OR BLENDED.** IQA Teams will be given the choice to conduct audit whether online/virtual, face-to-face or blended as the situations may guarantee.
 - c. **STAGGERED BASIS.** It was also decided that the IQA Proper may be conducted on a staggered basis from August 19 – September 9. This is to give leeway to processes that are affected to the Alternative Work Arrangements (AWA).
 - d. **POST-IQA MEETING.** All Lead IQAs shall meet on September 10 to deliberate the audit findings for the Regional Audit Report. The said audit report shall be presented by each Division/Regional Office Proper Lead IQA to the process owners and their respective top management. The Regional Audit Report shall also be communicated through a memorandum.
4. For some concerns, please contact our Office thru CP. No. 09685201075 (Smart)/09975227272 (Globe) or send email to:



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
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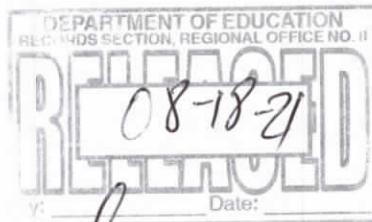
5. Immediate dissemination of this Memorandum to all concerned is desired.

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

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

IQA
 ISO
 QMS

QAD/LAT/rgpjr



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