



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



August 9, 2018

DIVISION MEMORANDUM

No. **122** s. 2018

TO: Assistant Schools Division Superintendent
Division Chiefs
All Concerned Division Personnel

DIVISION TRAINING ON INTERNAL QUALITY AUDIT FOR ISO 9001:2015

1. This Office announces the conduct of Training on Internal Quality Audit for ISO 9001:2015 at 8:00AM. on August 14-17, 2018 at the Division Library Hub, San Ignacio St., Poblacion, City of San Jose del Monte.
2. The training aims to equip the Internal Quality Audit Team with knowledge in auditing of quality management system. This is to ensure that there will be a regular program for the audit activities and prepare audit plans and itineraries for the conduct of audit to all process owners, document controllers and top management.
3. All Internal Quality Audit (IQA) Members are required to attend the four-day sessions with their laptops while all other Quality Management System Teams as listed in Division Memorandum dated June 27, 2018 are expected to attend on August 16-17, 2018.
4. IQA Members are expected to come up with the following outputs:
 - a. Annual Programme
 - b. Audit Plan
 - c. Audit Itineraries
 - d. Audit Checklist
 - e. Audit Reports
 - f. Corrective Action Report
5. Attached as Enclosure No. 1 is the Matrix of Activities.
6. Expenses incurred in the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules.
7. Immediate dissemination of this memorandum to all concerned is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

MATRIX OF ACTIVITIES

STAGE 4: INTERNAL QUALITY AUDIT				
Date	August 14-17, 2018			
Time	Day 1	Day 2	Day 3	Day 4
8:00am-8:30am	Opening Program	Opening Program	Opening Program	Opening Program
8:30am-9:00am	Groupings of IQA Teams Assigned Per Division	Workshop: Audit Plan and Schedule	Workshop: Actual Auditing of IQA Team	Closing Program
9:00am-10:30am	Powerpoint Presentation:			
10:30am-12:00nn	Audit (External and Internal) Principles of Auditing Who are the Auditors Audit Planning Audit Preparation Audit Performance Follow-Up and Close Out	Workshop: Audit Itinerary		
12:00nn-1:00pm	Lunch Break			
1:00pm-3:00pm	Workshop: Audit Program	Workshop: Audit Assignment	Workshop: Actual Auditing of IQA Team	
3:00pm-5:00pm		Discussion of Checklists (Division, QMR, ODC)		
Expected Output	Audit Program	Audit Plan and Schedule Audit Itinerary Audit Assignments	Workshop: Internal Quality Audit Report Internal Audit Report	