



RELEASED
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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

BY: _____

14 Nov 2023

DIVISION MEMORANDUM

SGOD-2023-181

MOCK AUDIT OF SDO SARANGANI'S QUALITY MANAGEMENT SYSTEM

To: Assistant Schools Division Superintendent
Functional Division Chiefs
All Others Concerned

1. In line with the Department's thrust to acquire simultaneous certification under the "One DepEd, One QMS" initiative through DepEd Order No. 009, s. 2021 or the **Institutionalization of a Quality Management System in the Department of Education**, the Department of Education – SOCCSKSARGEN Regional Office will conduct a **Mock Audit of SDO Sarangani's Quality Management System (QMS)** on November 24, 2023.
2. The activity aims to assess the SDO's QMS implementation ensuring that all processes and standards are well-documented and operationalized by the respective process holders for the delivery of citizen-centric quality public service.
3. For reference, see the following enclosures:
 - a. Activity Matrix
 - b. Program Committee
 - c. Composition of Regional Office Assessors
 - d. List of Participants
4. For inquiries, contact Mr. Nathaniel A. Galopo at 093511547045.
5. For the information and guidance of all concerned.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

**BUREAU AND OFFICES
AUDIT**

NAG/SGOD-SMMES/MLA – mock audit of sdo sarangani's quality management system
1136/November 14, 2023

MOCK AUDIT OF QUALITY MANAGEMENT SYSTEM IMPLEMENTATION
DepEd – Schools Division Office, Alabel, Sarangani Province
November 24, 2023

PROGRAM COMMITTEE

| COMMITTEE | MEMBERS |
|--|--|
| Decoration and Hall Preparation | Marlon P. Agad Rochelle A. Campaner Vanessa Morales Jessa Jane Dayon Marivic Jampayas Marevic Perion Ariel Sereño Ariel Dadulo Jobert Dave Tingal Reyland Fernandez Jereck Calipay |
| Usherettes and Registration | Shella Mae A. Cellona Joann Niniveh T. Landero Cherry Ann T. Undray Joana Dumalag |
| Food Preparation | Marites D. Lara Madina P. Loguioman Donna Riza Chan Rosalie Traya Emily Alicer |
| Preparation of Certificates for the RO Assessors | Marites D. Lara Madina P. Loguioman Jordan Casing |
| Preparation of Write-ups/Presentation | Nathaniel A. Galopo Ariel Lalisan Jonathan Agreda |
| Documentation | Jonathan Agreda Limrey Galicia |
| Sound System | Ken Marion T. Abulon Redentor Vigafria |
| Program Master | Justine Kyle Imperial |

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ACTIVITY MATRIX

| DATE AND TIME | ACTIVITY | IN CHARGE |
|----------------------|---|--|
| 8:00-8:30 | Registration & Pre-test | QMS Secretariat |
| 8:30-9:30 | Opening Meeting Preliminaries DepEd Quality Policy Statement Welcome Remarks Statement of Purpose Message Message Gap Assessment / Audit Mechanics | AVP AVP Ma. Shirley M. Cardinal Chief, SGOD Nerissa A. Alfafara, CESO VI ASDS Ruth L. Estacio, CESO VI SDS Kathrine H. Lotilla OIC-ARD, RO XII Luz Lalli L. Ferrer Chief QAD, RO XII |
| 9:30-12:00 | Interfacing of RO & SDO QMS Team Team Venue KMT CID Chief Office TAT HRDS QWT ASDS Office RMT CID-IMS IQAT Conference Room QMR SMMES | RO Assessors QMS Teams |
| 12:00-1:00 | Lunch Break | |
| 1:00-3:00 | Quality Assurance of the Functional Division (FD) Operations Manual (OM) and Checking of the Quality Control Plans (QCPs) FD Venue CID CID Chief Office SGOD SGOD Chief Office OSDS ASDS Office | RO Assessors FD Chiefs |
| 3:00-4:30 | Closing Meeting | RO Assessors Top Management QMR QMS Team Leaders All Division Personnel |
| 4:30-5:00 | Early Dinner | All Participants |

(Enclosure to OM-SGOD-2023-181)

MOCK AUDIT OF QUALITY MANAGEMENT SYSTEM IMPLEMENTATION
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November 24, 2023

COMPOSITION OF REGIONAL OFFICE (RO) ASSESSORS

| QMS TEAM | RO ASSESSORS | DOCUMENTED INFORMATION NEEDED |
|---|---|--|
| Top Management | OIC-ARD Kathrine H. Lotilla | |
| Quality Management Representative (QMR) | Luz Lalli Ferrer, Noren Grace Laguting, Grace Patrice Mondragon, Louella Jabido | List of Relevant Interested Parties with their Needs and Wants; SWOT; MR Minutes |
| Internal Quality Audit (IQA) | Glenn Bisnar, Norman Valeroso, Cheryl Villa | Audit Program, Audit Itinerary, RFAs |
| Knowledge Management Team (KMT) | Emily Enolpe, Jessie James Lamigo | Master List of Documents, Data Tracking System, Repository of Documented Information |
| Risk Management Team (RMT) | Joseph Russel Farnazo, Nathaniel Bangoc II, Maricel Dignadice | SWOT, Risks and Opportunities Registries |
| Quality Workplace Team (QWT) | May Jane Alvarado, Alyssa Grace Goyone | Workplace Standards |
| Training and Advocacy Team | Leonardo Mission, Dave Prodigio, Jessiebelle Bayoneta | QMS Communication Plan |

| FUNCTIONAL DIVISION | RO ASSESSORS | DOCUMENTED INFORMATION NEEDED |
|--|--|--------------------------------------|
| Office of the SDS | OIC-ARD Kathrine Lotilla, Joseph Russel Farnazo, Grace Patrice Mondragon, Noren Grace Laguting, Cheryl Villa | OSDS Operations Manuals |
| Curriculum Implementation Division (CID) | Luz Lalli Ferrer, Leonardo Mission, Louella Jabido, Emily Enolpe | CID Operations Manual |
| School Governance Operations Division (SGOD) | Glenn Bisnar, Norman Valeroso, Nathaniel Bangoc, Dave Prodigio, | SGOD Operations Manual |

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LIST OF PARTICIPANTS (DIVISION PERSONNEL)

| No. | Name | Position |
|------------|----------------------------------|------------------------------------|
| 1. | Abecia, Maria Gina Gonzales | Administrative Assistant I |
| 2. | Abid, Bualan Jr. Yabes | Planning Officer III |
| 3. | Abiera, Jasmin Nuevo | Accounting Clerk-Casual |
| 4. | Abulon, Ken Marion Toledo | Administrative Assistant II |
| 5. | Agad, Marlon Paña | Project Development Officer II |
| 6. | Agreda, Jonathan Bunajos | Administrative Officer II |
| 7. | Alaba, Angeli Concepcion | Administrative Assistant III |
| 8. | Alba, Judith Baluyot | Education Program Supervisor |
| 9. | Albarracin, Grace Miranda | Administrative Officer V |
| 10. | Alfajara, Nerissa Andres | Asst. Schools Div. Superintendent |
| 11. | Alicer, Emily L. | Casual/MOOE |
| 12. | Alimama, Maejel Formoso | Administrative Assistant II |
| 13. | Alindo, Aletha Jane Galvez | Project Development Officer II |
| 14. | Alonzo, Angel Rose Delfin | Administrative Assistant II |
| 15. | Alquiza, Joanne Gay Cabang | Administrative Officer IV |
| 16. | Anguay, Vanessa Rose Abon | Administrative Assistant II |
| 17. | Arago, Argelio Daliwan | Public Schools District Supervisor |
| 18. | Artificio, Daisy E. | Security Guard |
| 19. | Astilla, Romeo Jr. Prospero | Administrative Assistant II |
| 20. | Ausad, Glenda Limpangog | Administrative Aide VI |
| 21. | Bagnol, Norie Labastid | Education Program Specialist II |
| 22. | Balucas, Judy Ann Rosales | Administrative Assistant III |
| 23. | Bandalan, Israel Macabane | Administrative Assistant III |
| 24. | Bantulo, Johnny Sangko | Public Schools District Supervisor |
| 25. | Bareñan, Felix Jr., Alinsuot | School Principal II |
| 26. | Bartolaba, Christine Mae | DepEd Project Engineer |
| 27. | Bazar, Charlie E. | Security Guard |
| 28. | Berueda, Gerard Anthony Carumba | Administrative Assistant II |
| 29. | Bravo, Angelo Galino | Administrative Officer II |
| 30. | Caasi, Joseph Ramos | Clerk-Casual/Deped |
| 31. | Cabanalan, Fernie Lubaton | School Principal II |
| 32. | Cabaylo, Noli Gomez | Public Schools District Supervisor |
| 33. | Cagang, Aurelio Castro | Education Program Supervisor |
| 34. | Caincay, Melanie, Soriano | Administrative Assistant II |
| 35. | Calipay, Jereck | Utility |
| 36. | Campaner, Rochelle | Utility |
| 37. | Campos, Evan Labradilla | MTB-MLE Coordinator |
| 38. | Cardinal, Ma. Shirley, Moralidad | SGOD Chief |
| 39. | Casing, Jordan Gadia | Administrative Assistant II |
| 40. | Castillas, Glenn Mosquito | School Principal II |

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| | | |
|-----|------------------------------------|-------------------------------------|
| 41. | Castillo, Vanessa Ann Prieto | Administrative Aide VI |
| 42. | Catan,Dyna Lou Jane Labanon | Administrative Assistant III |
| 43. | Cellona, Shella Mae Abatin | Administrative Assistant III |
| 44. | Cenas, Elmer, Jr. Marcosa | Administrative Assistant III |
| 45. | Cercado, Fely Lood | Administrative Assistant II |
| 46. | Chan, Donna Riza Rodriguez | Administrative Assistant II |
| 47. | Constantino, John Jerson Padernal | Head Teacher I |
| 48. | Cordero, Joyjean Roxas | Administrative Assistant II |
| 49. | Corilla, Nonito Pulvera | Administrative Aide IV-Driver |
| 50. | Corilla, Vivien Mut | Administrative Assistant II |
| 51. | Cuarteros, Ella Mae Pael | Administrative Assistant II |
| 52. | Daligidig, Adriano Areglo | School Principal II |
| 53. | Dayon, Jessa Jane L. | Utility |
| 54. | Degino, Albert Quiñones | Attorney III |
| 55. | Del Pilar, Jeffrey | COA |
| 56. | Del Rosario, Ailyn May Constantino | Administrative Assistant III |
| 57. | Demabildo, Melodie, Mabalot | Education Program Supervisor |
| 58. | Detoyato, Roy Jimenez | Information Technology Officer |
| 59. | Devera, Edgar S. | Project Engineer |
| 60. | Dinasas, Irma May Gatinao | Administrative Officer V |
| 61. | Dinopol, Araceli, Jabilles | Senior Education Program Specialist |
| 62. | Doctolero,Agnes Peteros | Administrative Assistant III |
| 63. | Domingo, Analiza Abelado | Education Program Supervisor |
| 64. | Donio, Mario Suco | Education Program Supervisor |
| 65. | Dubalan, Jay Ar Margarse | MT1 |
| 66. | Dumalag, Joanna Gran | Administrative Assistant III |
| 67. | Elem, Glenda Lara | Publci Schools District Supervisor |
| 68. | Elmaguin, Joefrey Malantao | Driver-Casual |
| 69. | Estellore, Richie Patches | Administrative Assistant II |
| 70. | Estacio, Ruth L. | Schools Division Superintendent |
| 71. | Estoesta, Ever Bonn Artillo | Administrative Aide VI |
| 72. | Eugenio, Leonardo Oamil | Accountant III |
| 73. | Eugenio, Mary Ann Panaguiton | Administrative Officer IV |
| 74. | Famini, Angelie Rhea Corpuz | Administrative Assistant II |
| 75. | Fermasis, Jinel Pama | Administrative Assistant II |
| 76. | Fernandez, Reyland | Utility |
| 77. | Francisco, Lolita Sanchez | Administrative Assistant III |
| 78. | Funtanilla,Iona Gail Matildo | Administrative Assistant III |
| 79. | Galicia, Limrey | Administrative Officer II |
| 80. | Galopo, Nathaniel, Artajo | Education Program Specialist II |
| 81. | Gonzales, Irene Tagoon | Administrative Assistant III |
| 82. | Grigana, Maylene Flores | Librarian II |
| 83. | Gula, Glen Jardeliza | Administrative Assistant II |
| 84. | Gulam, Edmund Dendamsali | Education Program Supervisor |

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| | | |
|------|-----------------------------------|-------------------------------------|
| 85. | Gulam, Edward Ryan Flores | Head Teacher I |
| 86. | Hassan, Bedaria Tan | Education Program Specialist II |
| 87. | Huliganga, Leo Romero | Public Schools District Supervisor |
| 88. | Imperial, Justine Kyle | Administrative Officer II |
| 89. | Jamio, Joseph Jasmin | Accounting Clerk-Casual |
| 90. | Jampayas, Ricky Sr. Grupo | Administrative Aide I |
| 91. | Jo, Braulio Jr. Caballo | Administrative Assistant III |
| 92. | Jopia, Marriane Rama | Administrative Assistant II |
| 93. | Lalisan, Ariel Centeno | TEACHER III |
| 94. | Landero, J Oan Neniveh Torres | Administrative Assistant III |
| 95. | Lapodye, Angelie Anne Getutua | Administrative Assistant III |
| 96. | Lara, Marites Dueñas | Senior Education Program Specialist |
| 97. | Libre, Meilani, Lazo | Master Teacher II |
| 98. | Loguioyman, Madina Patekay | Education Program Specialist II |
| 99. | Lugod, Melanie Joy Antivola | Administrative Assistant II |
| 100. | Lutero, Claudine Glo Corporal | Administrative Aide VI |
| 101. | Mabungang, Junellete, De Varaz | Project Development Officer I |
| 102. | Macabacyao, Teresita Calura | School Principal II |
| 103. | Macamay, Monette Faye Pande | Dentist II |
| 104. | Madsid, Hapiya Lumaguinding | Clerk-Casual |
| 105. | Maguan, Melchor Palalisan | Education Program Supervisor |
| 106. | Marayan, Mae Vour Neen | Administrative Assistant III |
| 107. | Martin, Romeo Lawa | Senior Education Program Specialist |
| 108. | Mental, Manasis S. | Security Guard |
| 109. | Millado, Gianna Louise Mendiza | Administrative Assistant II |
| 110. | Morales, Vanessa M. | Utility |
| 111. | Naig, Rizaldy C. | Security Guard |
| 112. | Napila, Eriel Laguidong | School Principal I |
| 113. | Navarro, Julie Ann Dangcolis | Administrative Assistant II |
| 114. | Ople, Liezel Magcanta | Administrative Assistant III |
| 115. | Ortibano, Maribel, Jalique | Administrative Assistant III |
| 116. | Pagsuguiron, Paulo James Abrasado | Administrative Assistant II |
| 117. | Palma, Kirstine Jayne, Baltazar | Project Development Officer I |
| 118. | Panes, April Love | Administrative Assistant II |
| 119. | Panes, Donna Sebua | CID Chief |
| 120. | Panictican, Rosalie Lerio | Administrative Assistant II |
| 121. | Panogot, Julius Ian Panaguigon | Administrative Assistant II |
| 122. | Pasco, Fredgie Ponteras | Public Schools District Supervisor |
| 123. | Perion, Marevic | Utility |
| 124. | Posadas, Jovelyn L. | COA |
| 125. | Purisima, Ian Joya | Administrative Assistant III |
| 126. | Quiñopa, Alex Salamanca | Administrative Assistant II |
| 127. | Rada, Rosegel | COA |
| 128. | Ramos, Pacita Agustin | Public Schools District Supervisor |

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| | | |
|------|---------------------------------|------------------------------------|
| 129. | Rencio, Jelyn Bayron | Administrative Assistant II |
| 130. | Retulla, Edisa Tawason | Administrative Assistant III |
| 131. | Rome, Angeline M. | Administrative Assistant III |
| 132. | Rosales, Mark Christian L. | Administrative Aide VI |
| 133. | Saiyadi,Rashia Dina Romero | Administrative Assistant II |
| 134. | Sajulga, Anna Marie Decenorio | Administrative Assistant II |
| 135. | Saling, Taya Ali | Publci Schools District Supervisor |
| 136. | Salting,Michael Ofilas | Dentist II |
| 137. | Sambuto, Rehanee Paidumama | Administrative Officer IV |
| 138. | Samoya,Rangelyn Lutiva | Adminsitrative Assistant II |
| 139. | Santarin, Karen Belleza | Administrative Assistant III |
| 140. | Serenio, Ariel | Utility |
| 141. | Simon, Ferdinand Sonido | School Principal II |
| 142. | Sotillo, Krizza Trasmil | Administrative Assistant III |
| 143. | Sugian, Sarah Jane Abrea | Administrative Aide VI |
| 144. | Sumagka, Susana Sadavao | School Principal II |
| 145. | Sunggahid, Kate Ollerie Abasolo | Administrative Assistant II |
| 146. | Tabaranza, Leonila Egos | Administrative Officer IV |
| 147. | Tacalan, Joel M | Security Guard |
| 148. | Tagala, Justine Faye Lecito | Administrative Assistant III |
| 149. | Tagala, Reynaldo Cafe | Education Program Supervisor |
| 150. | Tamos, Josie Desabille | Administrative Assistant II |
| 151. | Tanap, Pinky Gonzales | School Principal I |
| 152. | Tecson, Joy B. | COA |
| 153. | Tingal, Jubert Dave | Utility |
| 154. | Tingson, Leah Farnazo | Publci Schools District Supervisor |
| 155. | Traya, Rosalie G. | Job Order/Province |
| 156. | Tribunalo, Roy Dagpin | School Principal II |
| 157. | Tudayan, Estylinda Gajardo | Nurse II |
| 158. | Tuyogon, Felipe Jr. Bantilan | Education Program Specialist II |
| 159. | Undray, Cherry Ann Tampoy | Administrative Assistant III |
| 160. | Vibar, Adrian Jan Gaitan | Administrative Assistant II |
| 161. | Vigafria, Redentor Cedeño | Administrative Assistant III |
| 162. | Villafranca, Merich Galicia | Administrative Aide VI |
| 163. | Villanueva, Michelle Abdon | Administrative Aide VI |