



CITY SCHOOLS DIVISION OF ANTIPOLO


DIVISION MEMORANDUM

No. 019, s. 2018

**ORIENTATION OF INTERNAL QUALITY AUDITING TEAM CUM WORKSHOP
ON FINALIZATION OF WORK PROCESSES**

TO : OIC-Assistant Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
OIC-Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. There will be an Orientation of Internal Quality Auditing Team Cum Workshop on the Finalization of Work Processes on February 27 to 28, 2018 from 8:00 AM to 5:00 PM to be held at Boso Boso Highlands Resort and Convention Center. This is a **Live-In training**. Participants are expected to stay on the whole duration of training.
2. The objectives of this activity are:
 - present the final draft of processes of each Unit/ Division;
 - critique each process and its interlink with other process in each Unit/Division; and
 - orient all the members of Internal auditing team on the criteria and checklist of documents.
3. Participants to the activity are selected EPSs, PSDSs, unit heads and school heads(see attached list)
4. Division and Unit heads are required to have a soft and hard copy (3 copies) of their processes for critiquing purposes.
5. All expenses to be incurred in the said activity shall be charged against Division MOOE fund except transportation expenses of school-based participants which may be charged to their local funds subject to the usual accounting rules and regulations.
6. Immediate dissemination of the content of this Memorandum is desired.


DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure No. 1 to Division Memorandum No. 019, s. 2018

**LIST OF PARTICIPANTS FOR ORIENTATION OF INTERNAL QUALITY AUDITING TEAM
CUM WORKSHOP
ON FINALIZATION OF WORK PROCESSES
FEBRUARY 27-28, 2018**

No.	DIVISION/NAME	Position/Designation
1	Dr. Rommel C. Bautista	Schools Division Superintendent
2	Dr. Gloria C. Roque	OIC-Asst. Schools Div. Superintendent
3	Lito A. Palomar	OIC-Chief, Curriculum Implementation Division
4	Anselmo C. Celeste, Jr.	OIC-Chief, School Governance and Operations Division
5	Federico A. Mata	Administrative Assistant II
6	Angelita F. Doyola	Administrative Aide VI-HRMO
7	Gavino S. Francisco	Administrative Officer IV-Cashier
8	Michael P. Glorial	Administrative Officer IV-Supply
9	Lilian C. Ababon	Administrative Officer IV-Records
10	Marc Andrei DL. Facturan	Administrative Assistant II- Accounting
11	Ragaam V. Dela Cruz	Administrative Officer V-Budget
12	Dr. Joseph John Formoso	Dentist III
13	Madiel D. Verzola	Engineer III
14	Michael Glorial	Supply Officer
15	Ma. Florabel M. Tolentino	IT Officer
16	Cristina C. Salazar	EPS-English
17	Priscilla V. Salo	EPS-LRMDS
18	Dr. Jonathan P. Domingo	EPS-SGOD/Process
19	Merlita O. Sayago	EPS-Kindergarten/SPED
20	Nimrod Tupas	PSDS
21	Phanny Ramos	Nurse
22	Albeno L. Del Monte, Jr.	SEPS-Social Mobilization and Networking
23	Alfonso L. Abogado	SEPS-Planning and Research
24	Arlene Tayona	SEPS-HRDD
25	Adelaida A. San Diego	Principal IV, Antipolo NHS
26	Flora Cahapay	Principal IV, Bagong Nayon I
27	Dr. Mervin C. Tortoza	Principal III, Isaias S. Tapales ES
28	Mr. Eugene Sierra	Prinicipal, San Roque NHS
29	Mary Grace F. Santiago	Principal, Peace Village ES
30	Francis Mark Elbo	Teacher, ANHS
31	Christine Joy Cabiles	Admin Aide VI



CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure No. 2 to Division Memorandum No. 019, s. 2018

EXECUTIVE COMMITTEE

Chairperson : **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent

Co-Chairperson : **Dr. Gloria C. Roque**
OIC-Asst. Schools Division Superintendent

Members : **Lito A. Palomar**
OIC-Chief, Curriculum Implementation Division
Anselmo C. Celeste, Jr.
OIC-Chief, School Governance and Operations Division
Frederick B. Vallinas
Administrative Officer V

TECHNICAL WORKING COMMITTEE

Registration/ Certificates	Christine Joy Cabiles	In-Charge of attendance Prepare registration/ attendance sheet/meal attendance Ensures that participants are registered In-charge of the printing and distribution of certificates of participation and appearance
Program	Cristina C. Salazar	Prepare and distribute programs and invitation
Documentation	Priscilla V. Salo	Document event's significant details Submit a narrative report containing the essential outcome of the event to the program head
Logistics	Michael P. Glorial Raquel F. Esguerra Ragaam V. Dela Cruz	In-Charge of training materials and other needs
Accommodation	Merlita Sayago	Prepare the event venue available
Technical	Florabel M. Tolentino	Check the sound system, projector, laptop and IT equipment to be used
Welfare	Dr. John Formoso Phanny S. Ramos	Monitors the wellness of the participants
QAME	Dr. Isabel M. Gonzales	Monitor and evaluate the conduct of the event Prepare a post evaluation report