MEMORANDUM

TO: OIC, Asst. Schools Division Superintendent
    SGOD Chief, CID OIC Chief
    Education Program Supervisors
    Public Schools District Supervisors
    OSDS Personnel Concerned
    SGOD Personnel Concerned
    School Heads Concerned

FROM: DR. ROMMEL C. BAUTISTA, CESO V

SUBJECT: REORIENTATION OF INTERNAL AUDITORS
         AND CAPACITY BUILDING OF POTENTIAL AUDITORS

DATE: JANUARY 9, 2019

There will be Re-Orientation Training of all Division Internal Quality Auditors and Capacity Building of Potential Internal Quality Auditors on January 22-23, 2019 from 8:00 AM to 5:00 PM in San Roque National High School for Day 1 and in San Jose National High School for Day 2.

The objectives of the training are:
1) Capacitate potential internal quality auditors
2) Reorient and update the division internal quality auditors on ISO 9001:2015 Standards
3) Review and prepare templates for the next Internal Quality Audit
4) Evaluation of the Internal Audit and External Audit Findings
5) Deepen camaraderie and teamwork among auditors

Attendees to this training are the following:

Internal Quality Auditors
1. Cristina C. Salazar
2. Mielde D. Verzola
3. Arlene L. Tayona
4. Meriluz O. Sayago
5. Mervin Tortoza
6. Phanny S. Ramos
7. Nimrod A. Tupas
8. Maria Florabel M. Tolentino
9. Noel C. Merino
10. Flora D. Cahapay
11. Isabel M. Gonzales
12. Vivienne C. Martinez
13. Albano Del Monte Jr.
14. Mary Grace F. Santiago
15. Gayle J. Malbiran
16. Elaine C. Adolfo
17. Eugene Sierra

UM NO. 155 2019
Potential Internal Quality Auditors
1. Dr. Rico Reyes
2. Frederick Vallinas
3. Michael Tayona
4. Emily Concio
5. Joyany Gutierrez
6. Rommel Beltran
7. Ronaldo I. Ata
8. Fortunato C. Quibuyen II

Attached is the Matrix of Activities and the Working Committees for your reference.

For your information and compliance.
## RE-ORIENTATION OF INTERNAL QUALITY AUDITORS AND CAPACITY BUILDING OF POTENTIAL INTERNAL QUALITY AUDITORS
(January 22 & 23, 2019)

### MATRIX OF ACTIVITIES

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>PERSON/S RESPONSIBLE</th>
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</thead>
<tbody>
<tr>
<td><strong>DAY 1 January 22, 2019</strong></td>
<td></td>
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</tr>
<tr>
<td>8:00-8:30</td>
<td>Opening Program</td>
<td>Program Committee</td>
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<tr>
<td>8:30-9:30</td>
<td>ISO 9001:2015 introduction and Division ISO Organization</td>
<td>Mr. Lito A. Palomar</td>
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<tr>
<td>9:30-10:00</td>
<td>Health Break</td>
<td>Food Committee (San Roque NHS Staff)</td>
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<tr>
<td>10:00-12:00</td>
<td>ISO 9001:2015 Standards Clauses 4-10</td>
<td>Mr. Alfonso Abogado</td>
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<tr>
<td>12:00-1:00</td>
<td>Lunch Break</td>
<td>Food Committee (San Roque NHS Staff)</td>
</tr>
<tr>
<td>1:00-3:00</td>
<td>ISO 9001:2015 Standards Clauses 4-10 Continued</td>
<td>Mr. Alfonso Abogado</td>
</tr>
<tr>
<td>3:00-3:30</td>
<td>Lunch Break</td>
<td>Food Committee (San Roque NHS Staff)</td>
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<tr>
<td>3:30-5:00</td>
<td>Auditing Principles</td>
<td>Dr. Jonathan P. Domingo</td>
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<tr>
<td><strong>DAY 1 January 23, 2019</strong></td>
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<tr>
<td>8:00-8:30</td>
<td>Opening Program</td>
<td>Program Committee</td>
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<tr>
<td>8:30-9:15</td>
<td>Orientation on Document Registration</td>
<td>Mrs. Priscila V. Salo/ Mr. Ros Paras</td>
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<tr>
<td>9:15-9:30</td>
<td>Health Break</td>
<td>Food Committee San Jose NHS Staff</td>
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<tr>
<td>9:30-10:30</td>
<td>Audit Reports and Templates</td>
<td>Mrs. Cristina C. Salazar</td>
</tr>
<tr>
<td>10:30-12:00</td>
<td>Workshop: Preparation of Audit Programme, Audit Plan &amp; Audit Checklist</td>
<td>Mrs. Cristina C. Salazar/ Team Leaders</td>
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<tr>
<td>12:00-1:00</td>
<td>Lunch Break</td>
<td>Food Committee San Jose NHS Staff</td>
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<tr>
<td>1:00-3:00</td>
<td>Presentation of Output cum Practicum</td>
<td>Mrs. Cristina C. Salazar/ Team Leaders</td>
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<tr>
<td>3:00-3:30</td>
<td>Health Break</td>
<td>Food Committee San Jose NHS Staff</td>
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<tr>
<td>3:30-4:00</td>
<td>Finalization and Submission of Audit Programme and Plan</td>
<td>Team Leaders</td>
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<tr>
<td>4:00-4:30</td>
<td>Auditor’s Examination</td>
<td>Mrs. Cristina C. Salazar</td>
</tr>
<tr>
<td>4:30-5:00</td>
<td>Closing Program</td>
<td>Program Committee</td>
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RE-ORIENTATION OF INTERNAL QUALITY AUDITORS
AND CAPACITY BUILDING OF POTENTIAL INTERNAL QUALITY AUDITORS
(January 22 & 23, 2019)

WORKING COMMITTEES

Executive Committee
Chairman- Dr. Rommel C. Bautista, CESO V
Co-Chairman- Dr. Gloria C. Roque
Members:
Dr. Jonathan P. Domingo
Mr. Lito A. Palomar
Alfonso Abogado
Mrs. Cristina C. Salazar

TECHNICAL WORKING GROUP

Registration Committee
Chairman: Mrs. Merlita O. Sayago
Member: Mrs. Vivienne C. Martinez

Program and Invitation Committee
Chairman: Mr. Michael T. Tayona
Member: Dr. Emily M. Concio

Documentation Committee
Chairman: Dr. Gayle J. Malibiran
Member: Ms. Mary Grace F. Santiago

Certificates Committee
Chairman: Mrs. Maria Florabel M. Tolentino
Member: Engr. Madiel D. Verzola

Food and Refreshment Committee
Chairman: Dr. Jonathan P. Domingo
Dr. Eugene B. Sierra
Members: San Jose NHS and San Roque NHS Staff

Physical Arrangement Committee
Chairman: Dr. Jonathan P. Domingo
Dr. Eugene B. Sierra
Members: San Jose NHS and San Roque NHS Staff