



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 | 10. Flora D. Cahapay |
| 2. Madiel D. Verzola | 11. Isabel M. Gonzales |
| 3. Arlene L. Tayona | 12. Vivienne C. Martinez |
| 4. Merlita O. Sayago | 13. Albeno Del Monte Jr. |
| 5. Mervin Tortoza | 14. Mary Grace F. Santiago |
| 6. Phanny S. Ramos | 15. Gayle J. Malibiran |
| 7. Nimrod A. Tupas | 16. Elaine C. Adolfo |
| 8. Maria Florabel M. Tolentino | 17. Eugene Sierra |
| 9. Noel C. Meriño | |

UM No. 15 s. 2019



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

Potential Internal Quality Auditors

- | | |
|-----------------------|-----------------------------|
| 1. Dr. Rico Reyes | 5. Joyany Gutierrez |
| 2. Frederick Vallinas | 6. Rommel Beltran |
| 3. Michael Tayona | 7. Ronaldo I. Ata |
| 4. Emily Concio | 8. Fortunato C. Quibuyen II |

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

For your information and compliance.

UM, 15 2019
@CCS, 2019
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**RE-ORIENTATION OF INTERNAL QUALITY AUDITORS
AND CAPACITY BUILDING OF POTENTIAL INTERNAL QUALITY AUDITORS**
(January 22 & 23, 2019)

MATRIX OF ACTIVITIES

| TIME | ACTIVITY | PERSON/S RESPONSIBLE |
|-------------------------------|--|---|
| DAY 1 January 22, 2019 | | |
| 8:00-8:30 | Opening Program | Program Committee |
| 8:30-9:30 | ISO 9001:2015 Introduction and Division ISO Organization | Mr. Lito A. Palomar |
| 9:30-10:00 | Health Break | Food Committee (San Roque NHS Staff) |
| 10:00- 12:00 | ISO 9001:2015 Standards Clauses 4-10 | Mr. Alfonso Abogado |
| 12:00-1:00 | Lunch Break | Food Committee (San Roque NHS Staff) |
| 1:00-3:00 | ISO 9001:2015 Standards Clauses 4-10 Continued | Mr. Alfonso Abogado |
| 3:00-3:30 | Lunch Break | Food Committee (San Roque NHS Staff) |
| 3:30-5:00 | Auditing Principles | Dr. Jonathan P. Domingo |
| DAY 1 January 23, 2019 | | |
| 8:00-8:30 | Opening Program | Program Committee |
| 8:30-9:15 | Orientation on Document Registration | Mrs. Priscila V. Salo/ Mr. Ros Paras |
| 9:15-9:30 | Health Break | Food Committee San Jose NHS Staff |
| 9:30-10:30 | Audit Reports and Templates | Mrs. Cristina C. Salazar |
| 10:30-12:00 | Workshop: Preparation of Audit Programme, Audit Plan & Audit Checklist | Mrs. Cristina C. Salazar/ Team Leaders |
| 12:00-1:00 | Lunch Break | Food Committee San Jose NHS Staff |
| 1:00-3:00 | Presentation of Output cum Practicum | Mrs. Cristina C. Salazar/ Team Leaders |
| 3:00-3:30 | Health Break | Food Committee San Jose NHS Staff |
| 3:30-4:00 | Finalization and Submission of Audit Programme and Plan | Team Leaders |
| 4:00-4:30 | Auditor's Examination | Mrs. Cristina C. Salazar |
| 4:30-5:00 | Closing Program | Program Committee |



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(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

Chairmen: Dr. Jonathan P. Domingo

Dr. Eugene B. Sierra

Members: San Jose NHS and San Roque NHS Staff

Physical Arrangement Committee

Chairmen: Dr. Jonathan P. Domingo

Dr. Eugene B. Sierra

Members: San Jose NHS and San Roque NHS Staff