



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 199, s. 2025

**TRAINING OF QMS AUDITORS ON GUIDELINES FOR AUDITING
MANAGEMENT SYSTEMS OF ONE DEPED, ONE QMS**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
QMS Auditors
All Others Concerned

1. In reference to Division Memorandum No. 011, s. 2025 titled "Institutionalization of a Quality Management System (QMS) in the Schools Division Office of Bataan", this Office informs all concerned that there will be a **Training of QMS Auditors on Guidelines for Auditing Management Systems of One DepEd, One QMS on June 2-3, 2025** at Lou-Is Resort and Restaurant, Balanga City, Bataan.
2. This training aims to:
 - a. Provide participants with a comprehensive understanding of the principles and practices of auditing management systems;
 - b. Ensure that QMS audits within DepEd are conducted in accordance with established standards and guidelines; and
 - c. Strengthen the ability of auditors to assess processes, identify non-conformities, and prepare comprehensive audit reports.

3. Participants to this training are all QMS Auditors in the Division, which as follows:

NAME	DESIGNATION	STATION
1. Francez Paulene Tabije-Likwong	EPS II/Internal Lead Auditor	SDO Bataan
2. Ruel D. Lingad	PSDS	SDO Bataan – Dinalupihan East Annex
3. Minerva P. Rillo	PSDS	SDO Bataan – Pilar Annex
4. Elma P. Dizon	PSDS	SDO Bataan – Samal Annex
5. Romeo M. Layug	EPS	SDO Bataan
6. Alvin David	School Principal	Tipo ES



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7. Ma. Fe Teresa Peñaflor	School Principal II	Dinalupihan ES
8. Frederick Y. Simbol	School Principal IV	Limay NHS
9. Abraham S. Tria	Ada IV	SDO Bataan
10. Marjorie Diego	PDO I	Dinalupihan East
11. Lalaine M. Navata	Nurse	SDO Bataan
12. Leslie L. De Jesus	Nurse	SDO Bataan

4. Expenses relative to the snacks of the participants shall be charged to SDO Inset Fund. Meanwhile, travel and other expenses shall be charged against division/school MOOE and other local funds subject to the usual accounting and auditing rules and procedures.
5. This Division Memorandum shall serve as Travel Authority of all concerned.
6. Immediate and wide dissemination of this Memorandum is enjoined.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Enclosure: as stated
Reference: as stated

To be included in the perpetual index
under the following category
QMS

SP8/fptl
May 13, 2025



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Enclosure No. 1

Training Matrix
Training of QMS Auditors on Guidelines for Auditing Management Systems
of One DepEd, One QMS
June 2-3, 2025

Day 1, June 2, 2025

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 – 8:30	Registration	Registration and Attendance Committee
8:30 – 9:00	Opening Program <ul style="list-style-type: none">National AnthemPrayerDepEd Quality PolicyRegion III HymnBataan MarchOpening RemarksInspirational Message	AVP AVP AVP AVP AVP RAMON C. PEREZ Chief Education Supervisor, SGOD CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent
9:00 – 9:30	Introduction to ISO 9001:2015 Audit	FRANCEZ PAULENE T. LIKWONG Education Program Specialist II/Internal Lead Auditor
9:30 – 10:30	Types of Audit	ARIEL M. CULALA Education Program Supervisor, QAD
10:30 – 12:00	Audit Programme	ARIEL M. CULALA Education Program Supervisor, QAD
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Audit Plan	ZANDRA Z. PARUGINOG EPS, QAD
2:30 – 4:00	Audit Method	ZANDRA Z. PARUGINOG EPS, QAD
4:00 – 5:00	Output Presentation	Selected Participants

Day 2, June 3, 2025

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 – 8:30	Management of Learning	
8:30 – 10:00	Audit Trail	ZANDRA Z. PARUGINOG



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		EPS, QAD
10:00 – 10:30	Break	
10:30 – 12:00	Audit Meetings	ARIEL M. CULALA Education Program Supervisor, QAD
12:00 – 1:00	Lunch Break	Selected Participants
1:00 – 2:30	Scoring and Reporting Findings	ZANDRA Z. PARUGINOG EPS, QAD
2:30 – 4:00	Output Presentation	
4:00 – 5:00	Closing Program <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Impression • Ways Forward • Closing Message 	AVP AVP Selected Participant Selected Participant ARMANDO C. CAPILI, EdD Assistant Schools Division Superintendent