



Republic of the Philippines
DEPARTMENT OF EDUCATION
SOCCSKSARGEN

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Region XII Advisory No. 275, s. 2019

*This advisory is issued for the information of Sultan Kudarat officials, and personnel/ staff, re: **Peer Audit on Quality Management System for Sultan Kudarat Division***

November 22, 2019

To ensure the level of preparedness of Sultan Kudarat Division for the forthcoming External Audit of its quality management system, the Quality Management Team of the regional office shall conduct a Peer Audit on November 25, 2019 – 8:00 AM at the Sultan Kudarat Division Office, Brgy. Kinram, Isulan, Sultan Kudarat.

The main purpose of the activity is to conduct peer audit by unit, functional office, and QMTs to ascertain their level of certifiability for ISO 9001: 2015.

Attached is the audit plan for reference.

Lunch and snacks of the regional office participants shall be borne from the Sultan Kudarat MOOE, subject to the usual accounting and audit rules and regulations.

For the information, guidance, and compliance of the concerned personnel.

ALLAN G. FARNAZO
Regional Director

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Kasali lahat. Kasama lahat. Para sa lahat.



AUDIT PLAN

| Time | Activity | Person Responsible |
|--------------|---------------------------|---|
| 8:00AM | Preliminaries | |
| 8:15AM | Opening Meeting | Luz Lalli L. Ferrer <i>Chief QAD/QMR</i> |
| 9:00AM | Peer Audit | RO QMT |
| 12:00-1:00PM | LUNCH | |
| 1:00-2:00PM | Consolidation of Findings | Kathrine H. Lotilla <i>SAO-AD/QMR</i> |
| 2:00-4:00PM | Presentation of Findings | |
| 4:00-5:00 PM | Feedback | |

| Time | Audit Process | Process Owner | RO Personnel |
|--------------------------|--|--|---|
| 9:00-10:30AM | Functional Division/Unit/Section Processes | OSDS-ICT | Edgar Mel Dacut/Charl Renz Nadela Antonio Maganto Jr/Rhea Halique Atty. Nelyn Frinal Kathrine Lotilla Joseph Russel Farnazo Samsudin Paraid Allan Ebuna Marisa Rosal Jose Leody Armada May Jane Alvarado April May Galdones Kia Sagra Jessabelle Bayoneta Noren Grace Laguting |
| | | OSDS-PAU | |
| OSDS-Legal | | | |
| OSDS – Admin | | | |
| OSDS – Personnel | | | |
| OSDS-Payroll/PSIPOP | | | |
| OSDS-GSU | | | |
| OSDS-Cash | | | |
| OSDS – Property & Supply | | | |
| OSDS-Accounting | | | |
| | | OSDS – Finance | |
| | | CID LRMDS PSDS | Peter Van Ang-ug |
| | | SGOD SMME SOCMOB (DRR, YFP) SHN EF | Luz Lalli Ferrer, Louella Jabido, Rogelio Radaza Ismael Ngitngit Jr Dr. Mina Fe Ruz |

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|---------------|--------------------------|---|--|
| | | PRS HRDS | Glenn Bisnar, Shirley Saur Mervie Seblos |
| 10:30-12:00NN | Quality Management Teams | QMR PQR DIT WIT CBT | L. Ferrer, K. Lotilla, L. Jabido, N. Laguting G. Bisnar, J. Farnazo, P. Ang-ug S. Saur, EM Dacut MJ Alvarado, A. Ebuna, JL Armada |

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