



Republic of the Philippines
Department of Education
CARAGA REGION



SEP 16 2026

REGIONAL MEMORANDUM

No. 0944, s. 2026

To: Schools Division Superintendents
Regional Functional Division Chiefs
Regional Internal Quality Audit Team (IQAT)
All Others Concerned

**CONDUCT OF NQMS COMPLIANCE MONITORING AND EVALUATION OF THE
TWELVE (12) SCHOOLS DIVISION OFFICES IN CARAGA REGION**

1. The Department of Education (DepEd) Caraga Region, through the Quality Assurance Division (QAD) and Regional Internal Quality Audit Team (IQAT), shall conduct the NQMS Compliance Monitoring of the twelve (12) Schools Division Offices (SDOs) from **September 21 to October 30, 2026**.
2. The activity aims to:
 - a. assess the extent of compliance of the SDOs with their declared NQMS processes and applicable requirements;
 - b. verify the effective implementation of documented processes through objective evidence and actual records;
 - c. document good practices and innovations that may be shared across SDOs;
 - d. provide appropriate technical assistance to address identified gaps; and
 - e. generate consolidated regional-level data to support management review and continual improvement of the NQMS.
3. The NQMS Compliance Monitoring may be conducted through an **onsite visit** or a **virtual meeting**, as may be appropriate, taking into consideration the availability and accessibility of required documents and personnel, geographic and logistical considerations, and other relevant circumstances. Regardless of the mode of monitoring, the assessment shall be evidence-based and process-oriented, focusing on the following:
 - a. Documented – whether the applicable process, procedure, forms, and other requirements are established and controlled;
 - b. Implemented – whether the documented process is consistently followed and supported by objective evidence; and
 - c. Effective – whether the process achieves its intended outputs and contributes to the achievement of quality objectives.
4. The specific mode of monitoring for each SDO shall be determined by the Lead Auditor in coordination with the assigned IQA Team and concerned Schools Division Office. The monitoring may be conducted through an onsite visit, virtual meeting, or



a combination of both, when deemed necessary to ensure adequate verification of compliance.

5. For virtual monitoring, the concerned SDO shall ensure the availability of a stable internet connection, appropriate videoconferencing platform, authorized personnel, and electronic copies or accessible digital versions of the required documents and records. Where necessary, additional evidence or clarification may be requested by the IQA Team for validation.

6. The Schools Division Superintendents are requested to ensure the full cooperation of concerned SDO personnel and process owners, including the availability of relevant documents, records, facilities, and personnel during the scheduled monitoring.

7. Enclosed herewith are the following:

- a. Enclosure No. 1 – Regional Internal Quality Audit Team (IQAT) Composition
- b. Enclosure No. 2 – NQMS Compliance Monitoring Schedule and Assigned IQA Teams
- c. Enclosure No. 3 – SDO QMS Documentary Requirements

8. The IQA Teams and concerned SDO personnel may refer to and download the SDO NQMS Compliance Monitoring and Evaluation Tool from the link **<https://bit.ly/SDONQMSETool>** for use during the conduct of the monitoring.

9. The Lead Auditor, Ms. Marlyne M. Villareal, Chief ES-QAD, shall provide overall direction and supervision to the IQA Teams and ensure consistency in the conduct, assessment, validation, and consolidation of the monitoring results.

10. Prior to the monitoring, each SDO shall prepare and make available the following:

- a. SDO QMS Documentary Requirements
- b. applicable forms, records, and other documented information
- c. evidence of actual implementation of the processes
- d. quality objectives, targets, and monitoring results; and
- e. other documents and records that may be required by the assigned IQA Team.

11. The monitoring shall generally follow the following process:

- a. Opening Conference
- b. Document Review
- c. Process Verification
- d. Audit Trailing of Records/Transaction Sampling
- e. Interviews/Validation
- f. Assessment of Evidence

- g. Consolidation of Findings
- h. Exit Conference

12. The final week, **October 26–30, 2026**, shall be devoted primarily to regional consolidation and validation, including:

- a. consolidation of the monitoring results of all twelve SDOs;
- b. validation and harmonization of assessment results and findings;
- c. identification of recurring and system-wide gaps;
- d. identification and documentation of good practices;
- e. provision of targeted technical assistance;
- f. preparation of the Regional NQMS Compliance Monitoring Report;
and
- g. formulation of recommendations for recognition, management action
and continual improvement.

13. Preparatory meetings shall be conducted on **September 17, 2026**, as follows:

- a. The RO IQA Members shall convene online at 9:00 a.m.; and
- b. An online meeting with the Regional Office Management Representative (RO MR), Schools Division Office Quality Management Representatives (SDO QMRs), and QMS Core Team Leaders shall be conducted at 1:00 p.m. via Microsoft Teams.

14. The IQA Teams shall submit their respective monitoring reports and supporting evidence to the QAD within the prescribed period following each SDO engagement. The QAD shall consolidate the results and prepare the Regional NQMS Compliance Monitoring Report.

15. Travel and other expenses of the Regional IQA Teams shall be charged against available and appropriate funds of the Regional Office, subject to the usual accounting and auditing rules and regulations.

16. Immediate dissemination of and compliance with this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

MMV/QAD/RM-Conduct of NQMS Compliance Monitoring of the Twelve (12) SDOs...
14794/September 9, 2026

Enclosure No. 1 to Regional Memorandum No. 0944, S. 2026

Regional Internal Quality Audit Team (IQAT) Composition

IQA Team	Team Leader	Assistant Team Leader	Members
Team 1	Marlyne M. Villareal	Violeta C. Nunez	Marigold C. Silao Elmer Augustus F. Conde
Team 2	Alejandro P. Macadatar	Joel B. Rosales	Sheryl R. Puyo Celsa M. Cataluña Conniefe C. Artista
Team 3	Edmund D. Mendoza	Elaine N. Navarro	Emily G. Cabaraban Maripaz F. Magno Emmanuel S. Saga
Team 4	Flordeliza R. Dalin	Roy S. Rele	Pedro A. Tecson Emma S. Luminarias
Team 5	Bernabe L. Linog	Elizabeth M. Ysulan	Rhea J. Yparraguirre Maria Consuelo C. Jamera Isidra M. Moral
Team 6	Jonathan F. Garzon	Meriam C. Dela Rita	Caroline L. Guerta Lucille Jane P. Abucay Virginia A. Seña

Enclosure No. 2 to Regional Memorandum No. 0944, S. 2026

NQMS Compliance Monitoring Schedule and Assigned IQA Teams

Week	Date	Schools Division Office	Assigned IQA Team	Mode of Monitoring
Week 1	Sept. 21-25, 2026	Agusan del Norte	IQA Team 1	Onsite/Virtual
		Cabadbaran City	IQA Team 6	Onsite/Virtual
Week 2	Sept. 28-Oct. 2, 2026	Agusan del Sur	IQA Team 2	Onsite/Virtual
		Bayugan City	IQA Team 3	Onsite/Virtual
Week 3	Oct. 5-9, 2026	Surigao del Norte	IQA Team 4	Onsite/Virtual
		Surigao City	IQA Team 5	Onsite/Virtual
		Siargao	IQA Team 6	Onsite/Virtual
Week 4	Oct. 12-16, 2026	Dinagat Islands	IQA Team 1	Onsite/Virtual
		Surigao del Sur	IQA Team 2	Onsite/Virtual
		Tandag City	IQA Team 3	Onsite/Virtual
Week 5	Oct. 19-23, 2026	Bislig City	IQA Team 4	Onsite/Virtual
		Butuan City	IQA Team 5	Onsite/Virtual
Week 6	October 26-30, 2026	Regional Consolidation and Validation	Lead Auditor + All IQA Teams	Virtual/Onsite as necessary



Enclosure No. 3 to Regional Memorandum No. 0944, S. 2026

SDO QMS Documentary Requirements

- ☐ DepEd QMS Manual
- ☐ Planning Documents
- ☐ Operations Manual
- ☐ SDO Process Map
- ☐ Process Matrix / Quality Control Plans / SIPOC
- ☐ Quality Objectives / OPCRF CY 2025 and OPCRF CY 2026
- ☐ SWOT / Situational Analysis
- ☐ Risk Registry
- ☐ Opportunity Registry
- ☐ List of Relevant Interested Parties
- ☐ Control of External Providers
- ☐ Management Review Records
- ☐ Internal Quality Audit Records
- ☐ Corrective Action Records
- ☐ Client Satisfaction Records
- ☐ Training and Advocacy Records
- ☐ Knowledge Management Records
- ☐ Quality Workplace Records
- ☐ Process Monitoring Reports
- ☐ Program/Project Implementation Review Reports
- ☐ Relevant Process Forms and Templates
- ☐ Controlled Documents and Records

