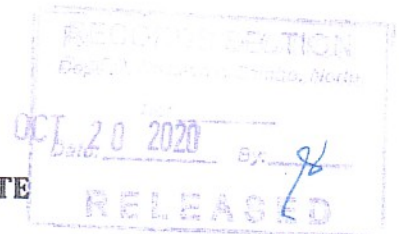




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 289 s. 2020

TO : Assistant Schools Division Superintendents
Chief Education Supervisors
EPSs/PSDSs/SEPSs/Section/Unit Heads
Teaching/Non-Teaching Personnel, Piñan CS & Manukan NHS
Internal Auditors, ZN-SDO
All Others Concerned

FROM :  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

SUBJECT : **5S INTERNAL AUDIT: SECOND RUN**

DATE : October 19, 2020

1. Relative to the ongoing streamlining of services geared toward the goal of quality management system (QMS), this Office hereby announces the conduct of the 5S Internal Audit, second and formal run, in the three (3) functional divisions of this office, and in Piñan Central Elementary School and Manukan National High School on **November 3-4, 2020**;
2. Annex 1 is the approved audit plan, for guidance of all concerned. The same 5S diagnostic checklist erstwhile given to offices and schools shall be used. Red tagging of observations/non-conformance shall now be effected.
3. Implementation of the alternative work arrangement during the audit period shall be suspended to ensure the presence of personnel who may be asked during the internal audit.
4. Travel expenses that may be incurred by the internal auditors shall be charged against division/school local funds, subject to the usual accounting and auditing rules and regulations.
5. Any queries relative to this activity may be directed to Wilson H. Inding, SEPS, SMM&E/Internal Auditor, thru 0998-262-2462 (SMART) or to Marie Antonette A. Barrera, ADAS III/Internal Auditor-Documenter thru 0917-303-8198 (GLOBE), or thru the Deped ZDN QMS Team group chat;
6. Wide dissemination of this Memorandum is desired.

WHI/MEMORANDUMSINTERNALAUDIT2NDRUNSGOD-SMME-DM49-10192020

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mnowerment




Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"

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ANNEX 1

AUDIT PLAN

Objective: To ensure efficient implementation of 5s in compliance with the Quality Management System – ISO 9001: 2015
Audit Scope : School Governance and Operations Division, Curriculum Implementation Division, Administrative Division, Piñan CS & Manukan NHS
Audit Criteria : 5S Audit for SDO Offices/ 3S for the two (2) covered schools
Audit Date: November 3-4, 2020
Virtual Venue for Internal Auditors' Meetings : [google.Meet](#)

Audit Team :

Wilson H. Inding	- Lead Internal Auditor
Arcelita B. Zamoras	- Internal Auditor
Anita D. Subebe	- Internal Auditor
Lenie Boy G. Billeno	- Internal Auditor
Leonido A. Pampilo Jr.	- Internal Auditor
Jessie E Elacan	- Internal Auditor
Marie Antonette A. Barrera	- Internal Auditor
Edwin O. Curam	- Internal Auditor
Aries Mark D.R. Nogas	- Internal Auditor
Epifanio Gabame E. Piedad	- Internal Auditor
Joel P. Casalta	- Internal Auditor
Douglas A. Delana	- Internal Auditor
Annabelle E. Oracion	- Internal Auditor

Key Area Personnel :

Joy E. Letran-Singson , EMD	- CES- SGOD
Lilia E. Abello , EdD	- CES- CID
Helen E. Tangon	- AO V- Admn/OSDS
Reynilda Salatandre	- Piñan CS
Arnulfo Subebe	- Manukan NHS

AUDIT ITINERARY

Date	Start	End	Process/Activity	Auditor
November 3, 2020	8:30 AM	9:00 AM	Opening Meeting	Audit team
	9:00 AM	4:00 PM	Audit Proper (CID)	Leonido Pampilo Edwin Curam Marie Antonette Barrera Epifanio Gabame E. Piedad
			Audit Proper (SGOD)	Anita Subebe Lenie Boy Billeno Aries Nogas Joel Casalta

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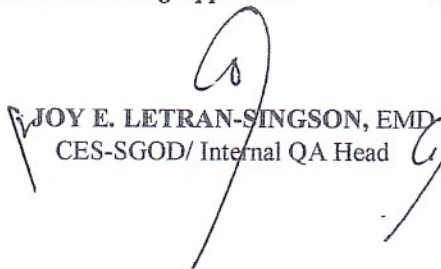
			Audit Proper (Admn/OSDS)	Arcelita Zamoras Jessie Elacan Wilson Inding Douglas A. Delana Annabelle E. Oracion
	4:00 PM	5:00 PM	Closing Meeting	Audit team
November 4, 2020	8:30 AM	12:00 AM	Audit Proper (Piñan CS)	Leonido Pampilo Edwin Curam Marie Antonette Barrera Epifanio Gabame E. Piedad Anita Subebe Joel Casalta
			Audit Proper (Manukan NHS)	Arcelita Zamoras Lenie Boy Billeno Jessie Elacan Wilson Inding Douglas A. Delana Annabelle E. Oracion Aries Nogas
	1:00 PM	2:30 PM	Travel Time	Audit Team
	2:30 PM	4:00 PM	Auditor's Private Time/ Preparation of reports	Audit Team
	4:00 PM	5:00 PM	Closing Meeting	Audit Team

Prepared by

Recommending Approval :

APPROVED:


WILSON H. INDING
SEPS


JOY E. LETRAN-SINGSON, EMD
CES-SGOD/ Internal QA Head


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

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