



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0117

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief, Education Program Supervisor, SGOD
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
All Other Concerned

Subject: **MATRIX OF ACTIVITIES IN PREPARATION OF THE QUALITY MANAGEMENT SYSTEMS INTER-DIVISION INTERNAL AUDIT**

Date: June 26, 2025

1. In line with our commitment to uphold the standards of ISO 9001:2015 and ensure the continual improvement of our Quality Management System (QMS), the Schools Division Office shall conduct preparatory activities for the upcoming QMS Inter-Division Internal Audit.
2. Below is the Matrix of Activities detailing the preparatory tasks, responsible persons, and timeline. These activities aim to ensure that all process owners and relevant personnel are adequately guided and equipped in meeting the requirements of the internal audit.

<i>Name of Activity</i>	<i>Timeline and Venue</i>	<i>Persons Involved</i>
Pocket Meeting of All QMS Teams	July 3, 2025 Division Conference Hall	Participants: All QMS Teams Leaders and Members
Functional Division Consolidation of Planning Documents	July 4, 2025 Office per FD	Facilitators: Heads of Functional Divisions Participants: All Division Personnel
Division Consolidation of Planning Documents	July 7, 2025 ALS Training Center	Facilitators: Risk Management Team Participants: SDS ASDS CID and SGOD Chiefs Heads of Sections and Units EPSs PSDSs QMS Core Team Leaders
ISO 9001:2015 Clauses Reorientation	July 8, 2025 ALS Training Center	Facilitators: TAT Team Participants: SDS ASDS



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		CID and SGOD Chiefs Heads of Sections and Units EPSs PSDSs QMS Core Team Leaders
Orientation on Knowledge Management	July 9, 2025 ALS Training Center	Facilitators: TAT RP: KMT Participants: SDS ASDS CID and SGOD Chiefs Heads of Sections and Units EPSs PSDSs QMS Core Team Leaders
Risk and Opportunity Monitoring and Evaluation	July 14-15, 2025 ALS Training Center	Facilitators: Risk Management Team Participants: SDS ASDS CID and SGOD Chiefs Heads of Sections and Units EPSs PSDSs QMS Core Team Leaders
Local Internal Audit	July 16-18 Division Office	Facilitators: IQAT Team Participants: SDS ASDS CID and SGOD Chiefs Heads of Sections and Units EPSs PSDSs QMS Core Team Leaders

3. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
4. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

FN: Preparatory Activities for Inter-Division Internal Audit



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