



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0130

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: **UPDATED SCHEDULE OF SOME PREPARATORY ACTIVITIES IN
RELATION TO QMS INTER-DIVISION AUDIT**

Date: July 15, 2025

1. This is to inform all concerned that the schedules of the **Risk Management Monitoring and Evaluation and Local Internal Audit** have been changed. The updated schedule is reflected in the following matrix.

<i>Name of Activity</i>	<i>Timeline and Venue</i>	<i>Persons Involved</i>
Risk and Opportunity Monitoring and Evaluation	July 17-18, 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 21-23 Division Office	Facilitators: IQAT Team Participants: SDS ASDS CID and SGOD Chiefs Heads of Sections and Units EPSs PSDSs QMS Core Team Leaders

2. All involved personnel are advised to take note of the new schedule and make the necessary adjustments to ensure full participation and timely submission of required documents or reports related to the activity. Further, it is advised that all **Sections/Units** shall prepare a presentation as regards to their SWOT, Risk Registries, and Opportunity Registries. All the templates that need to be

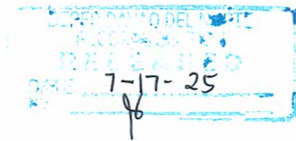


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accomplished can be found in the Google Drive with the link:
<https://tinyurl.com/ddnrmfiles>.

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: Updated Schedule of the Preparatory Activities for Inter-Division Internal Audit