



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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UNM 2020-05-68  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: MAY 12 2020 TIME: 9:40  
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May 11, 2020

MEMORANDUM TO:

Assistant Schools Division Superintendent  
Chief Education Supervisors and Staff, SGOD and CID  
Unit Heads and Staff  
This Division

You are hereby directed to attend the Internal Quality Audit on May 13-15, 2020 (Wednesday-Friday) as per attached schedule. The attached schedule does not indicate time duration as this is subject to change depending on the time consumption of each auditee. All auditees are directed to bring their own laptop, headset and documents pertaining to the audit process.

For compliance.

  
VICTORIA V. GAZO, Ph.D., CESO V  
Schools Division Superintendent



**MAY 13, 2020 (Wed) 8:00 a.m. OPENING MEETING**

**MAY 15, 2020 (Fri) 8:00 a.m. CLOSING MEETING**

OSDS - Multipurpose Hall

**CID & SGOD - LRMDS**

**MAY 13-14, 2020 (Wed-Thur) 8:00 a.m. onwards**

**Rm A204, Building A, Casisang Senior High School**

**OSDS GROUP 1**

1	Acting on Official Documents and Issuances	SDS	Dr. Aba Q. Allaba	Brayan B. Garces
2	Preliminary Investigation	Legal		Atty. Wincerbogne L. Pesisano
3	Procurement of Goods and Services (Procurement)	Procurement	Analy L. Ocier	Pamela Astudillo
4	Control of Suppliers (Procurement)			Don Deximo
5	Downloading of School Funds	Accounting	Jovy G. Molina	Rhysa Cyle C. Rosalejos
6	Processing of Disbursements			
7	Liquidation of Cash Advances	Accounting	Dr. Jesus V. Muring	Rhysa Cyle C. Rosalejos
8	Submission of Liquidation Reports			
9	Tax Remittance Advice	Accounting	Dr. Manny M. Pimentel	Rhysa Cyle C. Rosalejos
10	Preparation of Financial Statements			
11	Budget Proposal Preparation	Budget	Noel A. Tan Nery	Sibyl L. Maputi
12	Processing of Obligation Request and Status			Shella Novie Canson
13	Preparation of Budget and Financial Accountability Reports	Budget	Lou Ann J. Cultura	Mayela Lou Mellomida
14	Preparation of Special Budget Request			Shella Novie Canson
15	Updating of Status on Budget Utilization	Budget	Imelda S. Bentillo	Mayela Lou Mellomida
16	Management of Petty Cash Fund Procedure	Cash	Purisima J. Yap	Rufelia J. Limbengco
17	Handling of Cash Advances Procedure			
18	General Services Maintenance	Gen. Services	Dr. Marcos Julita K. Fulgencio	Dr. Jutchel L. Nayra
19	General Services Support			

**MAY 13-14, 2020 (Wed-Thur) 8:00 am onwards**  
**Rm A203, Building A, Casisang Senior High School**  
**OSDS GROUP 2**

1	ICT Equipment Maintenance	ICT	Ferdinand V. Mortera	Paul John P. Arias
2	Authentication, Verification and Validation of Documents	Records		
3	Uploading of Issuances in the Division Website	ICT	Jimdandy S. Lucine	Paul John P. Arias
4	Receipt and Release of Documents	Records	Rachel R. Valde	Florabelle R. Porras
5	Records Disposal			
6	Disposable of Unserviceable Supplies, Materials and Equipment	Property and Supply	Virgilin R. Pizarro	Darvy C. Dagumol
7	Recruitment, Selection and Placement	Personnel		Evelyn Joy Don
8	Application for Leave of Absence and Compensatory Time Off (CTO)	Personnel	Dr. Manuel D. Dinlayan II	Ruel Brigoli
9	Request for Service Credits and Compensatory Overtime Credits	Personnel	Engr. Leslie Fontanilla	Ruel Brigoli
10	Salaries and Other Benefit Claims	Personnel	Luis S. Alajar	Cheryl Penalosa
11	Salary Adjustment and Integration			
12	Equivalent Record Form (ERF)	Personnel	Emelyn D. Razo	April Bandong
13	Handling of Collection and Deposit Procedure	Cash	Imelda S. Bencillo	Ma. Liz Q. Damasco
14	Payment of Disbursement Vouchers Procedure	Cash	Ma. Concepcion S. Reyes	Sunshine C. Gamboa
15	Liquidation of Paid Disbursement Voucher Procedure			Ma. Liz Q. Damasco
16	Procedure on Acting Official Documents	ASDS	Liza G. Balintongog	Liezl Padrones
17	Procurement of Common-Use Supplies and Equipment at PS-DBM and Other Alternative Mode of Procurement	Property and Supply	Rosie A. Salupado	Darvy C. Dagumol
18	Receiving, Acceptance, Recording and Issuance of Supplies, Materials and Equipment			

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**MAY 13-14, 2020 (Wed-Thur) 8:00 a.m. onwards**  
**Rm A102, Building A, Casisang Senior High School**  
**CID**

1	Instructional Supervision	CID	Edelina M. Eborá	Liza H. Balintongog
2	Monitoring of PAPs and Division Initiated Innovations			
3	Quality Assurance and Approval of Learning Resource	ALS	Woodrow Wilson B. Merida	Purísima Yap
4	Community Orientation on ALS Literacy Services	LR		Gretchen Catane

**MAY 13-14, 2020 (Wed-Thur) 8:00 a.m. onwards**  
**Rm A103, Building A, Casisang Senior High School**  
**SGOD**

1	Adopt-A-School	Soc.Mob.	Emelyn Razo	Rio Arbutante
2	EBEIS/LIS Enrolment and Data Encoding	Planning	Paul John P. Arias	Dr. Vicente San Miguel
3	School Integration, Establishment and Request of Additional Offerings	Planning & Research	Guia Maria G. Villahermosa	Dr. Vicente San Miguel
4	Quality Assurance, Technical Assistance and Monitoring and	M&E	Jasmin Adriatico	Mary Gladys Dublas
5	Private School Application for Permit to Operate	M&E	Louella Toylo	Mary Gladys Dublas
6	Implementation of Programs, Projects and Activities of the Youth Formation Section	YF	Pamela L. Astudillo	Paterno Padua
7	Conduct of Training Procedure	HRTD	Sibyl Maputi	Ria Alcuizar
8	Medical/Dental/Nursing Services Procedure	SHS	Darvy Daguimol	Nancy L. Dequito
9	Implementation of Infrastructure Project	Educ. Facilities		Engr. Leslie Fontanilla
10	Handling of Customer Feedback	M&E	Marsfifth M. Mamawag	Mary Gladys Dublas
11	Submission of Quarterly Nationwide Earthquake Drill and Fire Drill Report	DRRM	Atty. Wincerbogne L. Pesisano	Jimdandy Lucine
12	Reporting and Vetting of Damages Incurred for Natural and Human Induced Hazards in School			