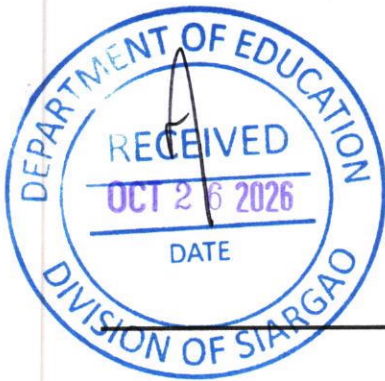




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **10-316**s, 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Section Heads, Process Owners
All others Concerned

**CONDUCT OF THE REGIONAL NQMS COMPLIANCE MONITORING AND
EVALUATION OF THE SCHOOLS DIVISION OFFICE OF SIARGAO**

1. Relative to Regional Memorandum No. 0944, s. 2026, titled "*Conduct of NQMS Compliance Monitoring and Evaluation of the Twelve (12) Schools Division Offices in Caraga Region*" this Office announces the schedule monitoring and evaluation for SDO Siargao on October 28 – 29, 2026.
2. The activity aims to:
 - a. assesses the extent of compliance of the SDO with their declared NQMS processes and applicable requirements;
 - b. verifies 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. provides appropriate technical assistance to address identified gaps
3. In preparation for the said monitoring and evaluation, all process owners, unit heads, and concerned personnel are directed to ensure the completeness, accuracy, and availability of documented information, records, and evidence related to their respective processes and quality objectives.



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4. All offices and units are likewise advised to coordinate closely with the SGOD-QMS Team regarding logistical arrangements, documentary requirements, and other preparations necessary for the smooth conduct of the activity.
5. Attendance and active participation of all concerned personnel during the conduct of the compliance monitoring and evaluation are hereby enjoined to facilitate the validation of processes and the provision of technical assistance by the Regional Monitoring Team.
6. Expenses incurred during this Regional NQMS compliance monitoring and evaluation shall be charged to Division MOOE, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination and compliance with this memorandum are desired.


MANUEL O. CABERTE
Schools Division Superintendent

Reference: RM 0944, s. 2026

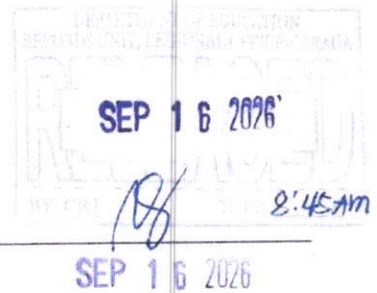
Encl's: as stated

To be indicated in the **PERPETUAL INDEX** under the following subjects:
NQMS QCP

SGOD/adg
10/26/26



Republic of the Philippines
Department of Education
CARAGA REGION



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



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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



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- 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



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