



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

17 August 2026

DIVISION MEMORANDUM
SGOD-2026-197

**CONDUCT OF INTERNAL QUALITY AUDIT (IQA)
PRE-WORK ACTIVITY**

To: Assistant Schools Division Superintendent
Chief School Governance and Operation Division
Chief Curriculum Implementation Division
All Units/Section Heads
Public Schools District Supervisors
All other Concerned

1. Pursuant to SGOD Memorandum No. 2026-196, and consistent with the agreements reached during the IQAT online planning conference held on August 14, 2026, this Office hereby directs all designated Internal Quality Auditors to participate in the IQA Pre-Work Activities scheduled on August 28, 2026, in preparation for the upcoming conduct of a Marathon Audit across all Functional Divisions of the Schools Division Office (SDO) of Sarangani.
2. The pre-work phase aims to align auditors, review declared process documents, customize audit checklists, and incorporate additional prescribed Quality Management System (QMS) audit templates.
3. All IQA Auditors participating in the IQA Pre-Work Activities under the Work-from-Home (WFH) arrangement on August 28, 2026, who render authorized overtime service beyond regular working hours, shall be granted Compensatory Time Off (CTO) in accordance with CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, and DepEd Order No. 53, s. 2003.
4. For technical inquiries and further details, please contact Ms. Marlou M. De Arce at 09186185458.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

RUTH L. ESTACIO, PhD., CESO V
Schools Division Superintendent





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Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – CONDUCT OF INTERNAL QUALITY AUDIT (IQA) PRE-WORK ACTIVITY
0587/August 17, 2026



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