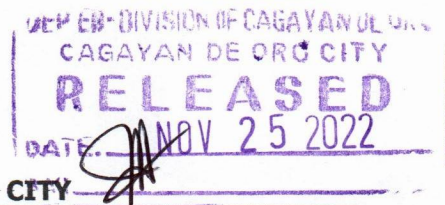




Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF CAGAYAN DE ORO CITY**



**Office of the Schools Division Superintendent**

**25 November 2022**

DIVISION MEMORANDUM

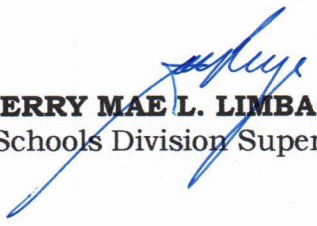
No. 456 s.2022

**ORIENTATION AND ADMINISTRATION OF INTERNAL CONTROL QUESTIONNAIRE (ICQ) AND FIELD VALIDATION FOR THE OPERATIONS LEVEL-PHASE1 OF THE BASELINE ASSESSMENT OF INTERNAL CONTROL SYSTEM (BAICS)**

TO:

Assistant Schools Division Superintendent  
All Concerned OSDS, CID and SGOD Personnel  
All Concerned Public Elementary and Secondary School Heads  
All Concerned School ICT and Admin. Staff  
This Division

1. Relative to the Office Memorandum IAS-OD-2022-281 from Dir. Leilane Galvez, Director IV of Internal Audit Service, dated November 18, 2022, you are hereby informed to attend the orientation and administration of questionnaire on December 1-2, 2022 at the Division Office.
2. Enclosed is the list of participants for the said activity.
3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
4. Immediate compliance with this Memorandum is desired.

  
**CHERRY MAE L. LIMBACO - REYES**  
Schools Division Superintendent

Encl.: As stated  
Reference: IAS-OD-2022-281  
To be indicated in the Perpetual Index  
under the following subjects:

AUDIT                      INTERNAL                      SYSTEM

JRS /DM-orientation on BAICS  
November 25, 2022

Enclosure

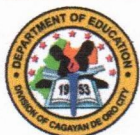


**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048  
**Email:** cagayandeoro.city@deped.gov.ph

## LIST OF PARTICIPANTS

ORIENTATION AND ADMINISTRATION OF INTERNAL CONTROL QUESTIONNAIRE (ICQ) AND FIELD VALIDATION FOR THE OPERATIONS LEVEL-PHASE1 OF THE BASELINE ASSESSMENT OF INTERNAL CONTROL SYSTEM (BAICS)

|  |  |
|--|--|
| <b>Office of the SDS</b>   | 1. Rodolfo R. Bayeta Jr.<br>2. Marilou F. Navaja<br>3.                         |
| <b>Office of the ASDS</b>  | 1. Lorebina C. Carrasco<br>2. Eleanor Consejo H. Rollan<br>3. Joel D. Potane   |
| <b>CID Personnel</b>   | 1. Jean S. Macasero<br>2. Shirley A. Merida<br>3. Romeo B. Aclo                |
| <b>ICT Unit</b>  | 1. James Roberto Sijo<br>2. Michael Dave B. tan                                |
| <b>Admin Office</b>  | 1. Risa Bea Socorro M. Borres<br>2. Kristian B. Murillo                        |
| <b>School Heads</b><br>Indahag ES<br>Macasandig NHS<br>Bulua NHS       | 1. Agnes G. Smith<br>2. Maurito M. Donasco<br>3. Evelyn Q. Sumanda             |
| <b>School ICT</b><br>Indahag ES<br>Macasandig NHS<br>Bulua NHS         | 1. Al Stephen R. Lagumen<br>2. Chemby Mae S. Piquero<br>3. Marie Ann P. Jadman |
| <b>School Admin Staff</b><br>Indahag ES<br>Macasandig NHS<br>Bulua NHS | 1. Lailani W. Mantuhac<br>2. Ruby B. Tidula<br>3. Dianara U. Tancongco         |
|  |  |







Republic of the Philippines  
**Department of Education**  
INTERNAL AUDIT SERVICE

Office of the Director

**MEMORANDUM**

IAS-OD-2022-281

FOR : **REGIONAL DIRECTORS**  
Regions VI and X

**SCHOOLS DIVISION SUPERINTENDENT**

SDO Iloilo Province  
SDO Iloilo City  
SDO Bukidnon  
SDO Cagayan De Oro

**SCHOOL HEADS**

**SDO Iloilo Province**

- Oton National High School
- San Dionisio Central Elementary School
- Ilollo National High School

**SDO Iloilo City**

- Jaro I Elementary School
- Bo. Obrero National High School
- Ramon Avancena National High School

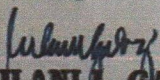
**SDO Bukidnon**

- Mambatangan Elementary School
- Kitaotao National High School
- Bukidnon National School of Home Industries

**SDO Cagayan De Oro**

- Indahag Elementary School
- Macasandig National High School
- Bulua National High School

**ALL OTHERS CONCERNED**

FROM :   
**LEILANI J. GALVEZ**  
Director IV

SUBJECT : **ORIENTATION AND ADMINISTRATION OF INTERNAL CONTROL QUESTIONNAIRE (ICQ) AND FIELD VALIDATION FOR THE OPERATIONS LEVEL-PHASE 1 OF THE BASELINE ASSESSMENT OF INTERNAL CONTROL SYSTEM (BAICS)**

DATE : November 18, 2022



1. Pursuant to **DepED Memorandum No. 077, s. 2021**, dated November 2, 2021, the **Internal Audit Service (IAS)** will undertake a **Baseline Assessment of Internal Control System (BAICS)-Operations Level** in the Department of Education.

#### **About BAICS**

For the Department as a whole and the Program Managers/Implementing Units in particular, BAICS is an opportunity to assess existing internal controls and identify the strengths and weaknesses towards the continuous strengthening of internal controls to ensure achievement of control objectives and meeting strategic, operational and functional objectives/desired results.

BAICS is an integral procedure in the internal audit cycle towards the formulation and updating of strategic plans. This aids IAS in identifying and prioritizing potential audit areas for appraisal of the internal control system in the DepEd to determine whether controls are well designed and properly implemented.

#### **About BAICS Operations Level**

As provided in the DM, there are two (2) levels of BAICS, namely (a) Agency level and (b) Operations level. The Agency Level started in 2021 and concluded with the submission to the Office of the Secretary of a Baseline Assessment Report (BAR) last July 2022. To continue the implementation of DM 77, s. 2021, and for the IAS to be able to formulate its strategic plan for FY 2023-2025, the BAICS-Operations Level should be completed. The scope of the activity will be the DepEd Computerization Program (DCP) and all systems/processes supporting its implementation.

2. The following activities will be conducted:
  - a) Orientation on the Internal Control Questionnaires (ICQs);
  - b) Administration of ICQs; and
  - c) Field Validation of results to selected Regional Offices, Schools Division Offices, and Schools.
3. The target participants/offices, dates of engagements, and venues are stated in the enclosure **(Annex A)**.
4. The Audit Teams to visit your region are the following:

#### **TEAM 1**

| <b>Region VI</b> |                      |                                  |
|------------------|----------------------|----------------------------------|
| 1                | Buena B. Wagan       | Chief, Management Audit Division |
| 2.               | Rodolfo E. Yaba      | Internal Auditor III             |
| 3                | Jenalyn C. De Belen  | Internal Auditor I               |
| 4                | Rene V. Cordova, Jr. | Internal Auditing Asst.          |

#### **TEAM 2**

| <b>Region X</b> |                        |                                  |
|-----------------|------------------------|----------------------------------|
| 1               | Emilo Q. Agamanos, Jr. | Chief, Operations Audit Division |
| 2.              | Gary R. Pulumbarit     | Internal Auditor IV              |
| 3               | Renelyn P. Briones     | Internal Auditor I               |
| 4               | Jhesuen P. Obelo       | Internal Auditor I               |



The teams will be coordinating with your offices as regards the logistical arrangement for these activities.

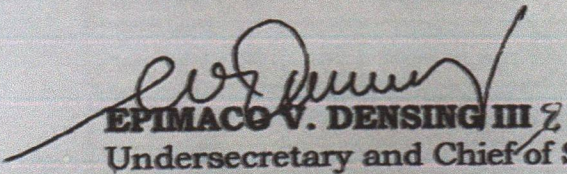
The above-signed will join some of the activities, the schedule/s is to be determined and relayed to you as soon as possible.

5. The full support and cooperation of all concerned Offices/personnel for all the necessary procedures to be undertaken is enjoined.
6. For concerns and questions, your staff may directly coordinate with Ms. Buena B. Wagan at [buena.wagan@deped.gov.ph](mailto:buena.wagan@deped.gov.ph) for Region VI and Mr. Emilio Q. Agamanos, Jr. at [emilio.agamanos@deped.gov.ph](mailto:emilio.agamanos@deped.gov.ph) for Region X.

For your compliance.

Encl: A/S

NOTED BY:

  
**EPIMACO V. DENING III**  
Undersecretary and Chief of Staff



|                     |  |             |
|---------------------|--|-------------|
| School ICT          | 2. Bo. Obrero NHS<br>3. Ramon Avancena NHS                 | 1<br>1<br>1 |
| School Admin. Staff | 1. Jaro I ES<br>2. Bo. Obrero NHS<br>3. Ramon Avancena NHS | 1<br>1<br>1 |

| NAME OF OFFICIAL                     | OFFICE  | No. Pax     | Date of Engagements  |
|--------------------------------------|---|-------------|--|
| <b>DepEd RO X</b>                    |   | <b>13</b>   |  |
| Regional Director                    | Office of the Regional Director                     | 3           | November 24 and 25, 2022<br>(Orientation, Administration of ICQ and Validation)<br><br>December 6, 2022<br>(Exit Conference)<br><br>Venue: Regional Office |
| Asst. Regional Director              | Office of the Asst. Regional Director               | 2           |  |
| Head of Office/key Personnel         | Curriculum and Learning Management Division (CLMD)  | 3           |  |
| Head of Office/Key Personnel         | ICT   | 3           |  |
| Head of Office/Key Personnel         | Admin. Office                                       | 2           |  |
| <b>Cagayan De Oro Division</b>       |   | <b>21</b>   |  |
| Schools Division Superintendent      | Office of the SDS                                   | 3           | November 28 and 29, 2022<br>(Orientation, Administration of ICQ and Validation)<br><br>Venue: SDO Cagayan De Oro   |
| Asst. School Division Superintendent | Office of the ASDS                                  | 2           |  |
| Head of Office/key Personnel         | Curriculum Implementation Division (CID)            | 3           |  |
| Head of Office/Key Personnel         | ICT unit  | 2           |  |
| Head of Office/Key Personnel         | Admin. Office                                       | 2           |  |
| School Head                          | 1. Indahag ES<br>2. Macasandig NHS<br>3. Bulua NHS  | 1<br>1<br>1 |  |
| School ICT                           | 1. Indahag ES<br>2. Macasandig NHS<br>3. Bulua NHS. | 1<br>1<br>1 |  |



|                                      |   |             |  |
|--------------------------------------|---|-------------|--|
|                                      |   |             |  |
| School Admin Staff                   | 1. Indahag ES<br>2. Macasandig NHS<br>3. Bulua NHS.                       | 1<br>1<br>1 |  |
| <b>Bukidnon Division</b>             |   | <b>21</b>   |  |
| Schools Division Superintendent      | SDO Office  | 3           | December 1 and 2, 2022<br>(Orientation,<br>Administration of ICQ<br>and Validation)<br><br>Venue: SDO Bukidnon |
| Asst. School Division Superintendent | Office of the ASDS  | 2           |  |
| Head of Office/key Personnel         | Curriculum Implementation Division (CID)                                  | 3           |  |
| Head of Office/Key Personnel         | ICT unit  | 2           |  |
| Head of Office/Key Personnel         | Admin. Office   | 2           |  |
| School Head                          | 1. Mambatangan ES<br>2. Kitaotao NHS<br>3. Bukidnon NS of Home Industries | 1<br>1<br>1 |  |
| School ICT                           | 1. Mambatangan ES<br>2. Kitaotao NHS<br>3. Bukidnon NS of Home Industries | 1<br>1<br>1 |  |
| School Admin Staff                   | 1. Mambatangan ES<br>2. Kitaotao NHS<br>3. Bukidnon NS of Home Industries | 1<br>1<br>1 |  |