



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF SORSOGON
Sorsogon

November 3, 2025

DIVISION MEMORANDUM

No. 328, s.2025

**INTERNAL AUDIT ON TEACHERS AND SCHOOL LEADERS' TRAINING AND
DEVELOPMENT PROGRAMS IN SDO-SORSOGON**

TO: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD and CID
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/OIC- PSDSs
Public and Elementary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum IAS-00-2025-55 from the Office of the Internal Audit Service titled "Conduct of Internal Audit on Teachers and School Leaders' Training and Development Programs" dated October 1, 2025 and Regional Memorandum HRDD-NEAP R 2025-078 titled "Internal Audit on Teachers and School Leaders' Training and Development" dated October 13, 2025, this Office enjoins the participation and cooperation of all program owners from the the three functional divisions of SDO-Sorsogon.
2. All concerned are advised to prepare the necessary documents pertaining to training and development programs for teachers and school leaders covering FY 2023 to July 2025.
3. Deadline of submission of all training documents is on November 7, 2025 at SGOD-HRDS. The list of initial documents to be submitted are attached to this communication for reference.
4. Further, to ensure the smooth and efficient conduct of the audit, a conference will be conducted on November 5, 2025 at 9:00 A.M. at Bulwagan ng Karunungan, DepED SDO-Sorsogon, Balogo, Sorsogon City.
5. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent





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Attachment 1. List of Initial Documents

1. Approved Proposal
2. Approved Program Implementation Plan and its supporting documents
3. Work and Financial Plan (WFP)
4. Issued NEAP Recognition Certificate
5. Issued Certificate of Availability of Budget
6. Approved Authorization of the Learning Service Provider
7. Designation Of the Project Management Team for the execution of the training program
8. List of Attendees per training program
9. Sample of Feedback Form and its analysis
10. End of Program Evaluation Report
11. Level 3 Evaluation Report
12. PSF Monitoring and Evaluation Report
13. List of Implemented Programs
14. AR/ATC
15. PMIS Report/ Quarterly PIR Report submitted to NEAP
16. Approved HRD Strategic Plan

NOTE: Other documents deemed necessary may be requested during the audit.

