




June 16, 2016

**DIVISION MEMORANDUM**  
**NO. 073 S. 2016**

**TRAINING ON ISO 9001:2015 QUALITY POLICY, OBJECTIVES,  
PROCEDURE, MANUAL AND FORMS**

TO : Assistant Schools Division Superintendent  
OIC-Assistant Schools Division Superintendent  
CID Chief  
Unit Heads  
CID Personnel  
SGOD Personnel  
Administrative Personnel  
All Concerned

1. In view of our Division's bid for ISO 9001:2015 Certification this year, this Office announces the training on International Organization for Standardization (ISO) 9001:2015 Quality Policy, Objectives, Procedure, Manual and Forms on June 21-22, 2016 at Division Library Hub, DepEd Cavite Province, Capitol Compound, Brgy. Luciano, Trece Martires City. Registration starts at 7:45 am of Day 1.
2. The ISO 9001:2015 training aims to:
  - a. develop the Division's Quality Policy, Objectives, Procedure, Manual and Forms of operations of the services of the units subject for certification.
  - b. orient division personnel, officers and employees on the implementation of the Quality Policy, Objectives, Procedure, Manual, Forms and its documentation.
3. The participants of the training are the Schools Division Superintendent, Assistant Schools Division Superintendent, OIC-Assistant Schools Division Superintendent, CID Chief, Unit Heads, Selected CID and SGOD Personnel, and Division Office Personnel.
4. All participants shall bring laptops, flash drive and a copy of the processes and procedures of every service each unit renders. Attached herewith is the list of the participants involved in the training.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

### Enclosure 1 List of Participants

Unit/Office	Name
Office of the Schools Division Superintendent	Cherrylou D. De Mesa Editha M. Atendido Elias A. Alicaya, Jr.
Curriculum Implementation Division	Elpidia B. Bergado
Administrative Services	Verna C. Cabaya Elaine V. Balen Norita S. Vasquez Laura Crema Abigail Arevalo Cherry Bayot Joel M. Solis Lou-Junel Velasco Armando C. Caringal Samuel Reano Melecio Pedron Kevin Herick Avilla Jasmine Lyka Sambrano Mignon Cecille M. Mangoba Daniel Carpina Judith Arturo
Learning Resource	Carmencita P. Tosco Leony Custodio Jonathan Jimenez
School Governance and Operations Division	Dr. Angelita C. Orenciano Dr. Grace Bergado-Tolentino Ivan Brian L. Inductivo Reniel Patrick S. Tejiidor Lorena L. Arca Allain B. Alvarez Marlene P. Panganiban Theresa C. Bautista Mary Gean P. Gallardo
Secretariat	Kristine Gener Mary Joy C. Mendoza Jay P. Fulvardora Mary Angelic Federoso Junel Inky V. Santiago