



## MEMORANDUM

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID and OIC Chief, SGOD  
CID and SGOD Personnel  
Division Office Personnel  
All Concerned

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

SUBJECT: **DIVISION SEMINAR ON 5S**

DATE: July 1, 2016

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In view of our Division's bid for ISO 9001:2015 Certification this year, please be informed that there will be a 5S Orientation Seminar in relation with our Quality Management System on July 4, 2016 from 1:00 p.m. to 4:00 p.m. at the Division Library Hub, DepEd Compound, Brgy. Luciano, Trece Martires City Cavite.

Participants of the said seminar are all division personnel. Unit heads must assign at least one personnel to attend to frontline services.

Attendance to the seminar is a must.

For your information and guidance.