

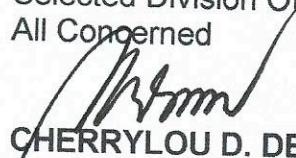


Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

To: Assistant Schools Division Superintendent
Division Unit Heads
Selected Division Office Personnel
All Concerned

From: 
CHERRYLOU D. DE MESA
PIC, Schools Division Superintendent

Subject: **REVIEW OF SDO CAVITE PROCEDURES AND PROCESSES**

Date: October 3, 2016

With the end in view of achieving ISO Certification this year, please be informed that there will be a Review of SDO Cavite Province Procedures and Processes on Friday, October 7, 2016 at Trece Martires City National High School from 8:00 a.m. to 5:00 p.m.

Participants to this activity are all the Unit Heads and selected personnel of the Division to serve as lead person per unit:

SECTION / UNIT	PROCESS OWNER	LEAD PERSON	PROCESS
OSDS	Cherrylou D. de Mesa	Kristine D. Gener	Memorandum, Meetings, Notices and Issuances
Personnel	Editha M. Atendido	Verna C. Cabaya	Hiring and Selection
Personnel (HR)	Verna C. Cabaya	Elaine V. Balen	Personnel Promotion / NOSA
Accounting	Cherry D. Bayot	Lou Junel Velasco	MOOE and Other related Personnel Services
Supply	Verna C. Cabaya	Jesselle Mark Reyes	Procurement Processes

Records	Melecio D. Pedron	Mignon Cecille M. Mangoba Jasmin Lyra Sambrano	Records Management (Documentation)
HRD	Lorena Arca	Gina Dulce	Training Proposal
School Health Section	Elias A. Alicaya Jr.	Rainerio U. Reyes Angelita Orenciano Grace Bergado	Health Services (Physical Examination and Medical Services)
Legal	Cherrylou D. de Mesa	Judith Arturo	Case processes and Legal procedure
Cashier	Laura O. Crema	Abigail Arevalo	Disbursement and Release of checks

Attendance to the attached activity is highly appreciated.

Immediate dissemination of this Memorandum is highly desired.