



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



November 18, 2016

DIVISION MEMORANDUM
No. 0143 s. 2016

**WEARING OF VISITOR'S IDENTIFICATION CARD
INSIDE SCHOOLS DIVISION OFFICE OF DEPED CAVITE**

To: Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
Public Schools District Supervisors
Education Program Supervisors and Specialist
Elementary and Secondary School Heads
Division Office Personnel
All Concerned

1. With reference to ISO 9001:2015 certification compliance of DepEd Cavite this year, please be informed that all external clients are required to wear visitor's identification card while doing any transaction within the office.
2. Upon entry to the office, the client shall approach the Front Desk Officer to get a visitor's ID together with a Voice of the Customer (VOC) Form in exchange of any valid ID. The appropriate box of the VOC form must be signed by personnel who assisted him/her BEFORE the client accomplishes the form at the end of the transaction.
3. Only client who wears visitor's ID will be assisted by the personnel concern.
4. External clients include principals, school liaison officers, school-based teaching and non-teaching personnel, parents, and other stakeholders.
5. Widest dissemination and strict compliance of this Memorandum is highly desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent