



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



December 2, 2016

DIVISION MEMORANDUM
NO 0160 S., 2016

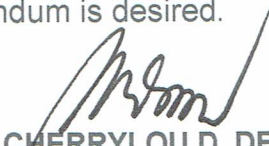
**ORIENTATION OF SELECTED DOCUMENT CONTROL CUSTODIAN (DocCon)
AND INTERNAL AUDITORS**

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Curriculum and Implementation Division
Schools Governance and Operations Division
Unit Heads
All Concerned

1. In view of our Division's bid for ISO 9001:2015 Certification this year, the assigned Document Control Custodians (DocCon) and Internal Auditors of each section will have an orientation on December 9, 2016, 1:00 p.m. at 2nd Floor Maliksi Type Building SGOD Office, Trece Martires City, Cavite.
2. Relative to this, all unit heads are advised to submit the list of reports (hardcopy) that are required to be filed in each section/office using the following format:

NAME OF SECTION	REPORTS TO BE FILED

3. The list must be submitted to the ISO core team before December 5, 2016.
4. Attached is the List of Document Control Custodians and Internal Auditors.
5. Widest dissemination of the content of this Memorandum is desired.


CHERRYLOU D. DE MESA
 OIC, Schools Division Superintendent