



February 8, 2017

DIVISION MEMORANDUM
NC0034s., 2017

INTERNAL QUALITY AUDIT

TO: OIC, Assistant Schools Division Superintendent
Chief, CID
SDO Unit Heads
Curriculum and Implementation Division Personnel
School Governance and Operations Division Personnel
OSDS Personnel

1. In view of our Division's bid for ISO 9001:2015 Certification, please be informed of the schedule of the first Internal Quality Audit starting February 9, 2017 to February 16, 2017.
2. This activity aims to verify the conformity and compliance of core and support processes in preparation for ISO Certification.
3. SDO Core processes and process owners includes the following:

Process	Process Owner
a. Schools Division Office <ul style="list-style-type: none">- Issuance of Communication- Travel Order Approval- Management of Incoming Communication	Cherrylou D. De Mesa
b. Administrative Office - Human Resource Management Office <ul style="list-style-type: none">- Hiring and Promotion	Elaine V. Balen
c. Administrative Office – Records <ul style="list-style-type: none">- Request for Service Records- Receiving of Incoming Communication- Releasing of Outgoing Communication	Melecio. Pedron
d. Budget Office <ul style="list-style-type: none">- Budget Execution	Joel M. Solis

e. Legal Office - Handling Complaints	Elias A. Alicaya Jr.
f. Supply Office - Procurement - Public Bidding - Purchasing Using Alternative Mode of Procurement	Edward Jovean R. Romen
g. Human Resource Development Unit - Training Approval - Training Approval (DO-MOOE)	Lorena L. Arca

4. Relative to this, opening meeting will be held on February 9, 2017 at 8:45 a.m. to 9:45 a.m. at Bulwagang Tanglaw, Deped Compound Brgy Luciano, Trece Martires City Cavite. Attendees to this opening meeting are the following:

- a. Top Management
- b. Quality Management Representative
- c. Deputy Quality Management Representative
- d. Process Owners
- e. Internal Auditors

5. Attached is the copy of Internal Audit Plan 2017 for your reference.

6. Immediate dissemination and strict compliance of this Memorandum is highly desired.


CHERRYLOU D. DE MESA
 OIC, Schools Division Superintendent