



June 14, 2017

**DIVISION MEMORANDUM**  
NO. 143s., 2017

### **ISO FIRST STAGE EXTERNAL AUDIT**

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

1. In view of our Division's bid for ISO 9001:2015 Certification, please be informed of the conduct of First Stage External Audit on June 15, 2017.

2. Relative to this, the following shall convene at Silid Ugnayan at 9:00 a.m. for the Opening Meeting:

- a. Top Management
- b. SDO Unit Heads
- c. Section Heads
- d. Document Control Custodian
- e. Unit Document Custodians
- f. Internal Auditors
- g. ISO Team

3. Immediate dissemination of this Memorandum is highly desired.

  
**CHERRYLOU D. DE MESA**

OIC, Schools Division Superintendent