



August 2, 2017

DIVISION MEMORANDUM
NO. 224s., 2017

REGIONAL TECHNICAL ASSISTANCE ON
ISO 9001:2015 STAGE 2 AUDIT

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Unit and Section Heads
Quality Management System Committee Members
All Division Personnel

1. In line with the Division's preparation for the forthcoming ISO 9001:2015 Stage 2 Audit, please be informed that there will be a conduct of Regional Technical Assistance cum External Audit for Stage 2 ISO 9001:2015 certification audit on August 4, 2017 which will cover the entire Schools Division Office.
2. The objectives of this visit are (a) to assure the compliance and readiness of the institution on the requirements for the Stage 2 Audit and ISO 9001:2015 standards; (b) to identify potential non-conformity or opportunities for improvement; and (c) to obtain technical assistance in the processes and implementation of the Quality Management System.
3. The opening conference will commence at 9:00am in the Silid Ugnayan, DepEd Cavite Division Office, Provincial Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite. Attendees of the opening and closing conference shall comprise of the Quality Management System Committee members, including the process owners, Internal Quality Auditors and Document Custodians.
4. Itinerary of the Regional TA and Audit team shall be decided during the opening conference. Accordingly, all units and sections are expected to prepare all documented information and controlled procedures with the corresponding evidences or means of verification/validation (MOVs) readily available and accessible.
5. Active involvement of division personnel in this event is a must.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent