



August 4, 2017

**DIVISION MEMORANDUM**  
**NO. 227s., 2017**

**INFORMATION DISSEMINATION REGARDING ISO PROCESSES**

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

1. In reference to the preparation for Stage 2 ISO External Audit on August 17, 2017, please be informed that there will be an Information Dissemination regarding ISO Processes on August 7, 2017 at Silid Ugyanan, DepEd Compound Brgy. Luciano., Trece Martires City Cavite following the schedule, to wit:

TIME	PARTICIPANTS
8:30 a.m. – 10:00 a.m.	CID and SGOD Personnel
10:00 a.m. – 11:30 a.m.	OSDS, Budget and Finance Batch 1
1:00 p.m. – 2:30 p.m.	OSDS, Budget and Finance Batch 2

2. Budget, Finance, Personnel and other units who have changes on their respective timeline and processes of signatories shall be discussed in the said activity.

3. Attendance of all personnel are highly encourage.

4. Immediate dissemination of this Memorandum is highly desired.

**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent