



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



August 14, 2017

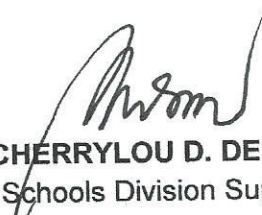
DIVISION MEMORANDUM

No. 243 s. 2017

USE OF MONTHLY PERFORMANCE MONITORING TOOL AS ATTACHMENT TO IPCRF

To: OIC, Office of the Asst. Schools Div. Superintendent
CID Chief
OIC Chief, SGOD
Division Office Personnel
All concerned

1. In line with DepEd Division of Cavite's bid for ISO 9001:2015 Certification and in preparation for the second visit of Anglo-Japanese American (AJA) Registrars on August 17, 2017 for the second stage audit, this office would like to announce the use of the official Monthly Performance Monitoring Tool as part of the required documents for ISO Certification.
2. The said tool will aid the process owners in setting their targets and determining the gaps on a monthly basis subject for further corrective action.
3. Attached herewith is the e-copy of the Monthly Performance Monitoring to be filled-up by the concerned SDO personnel.
4. Expenses relative to the reproduction of this official form shall be charged against local funds subject to usual accounting and auditing procedures.
5. Immediate dissemination and strict compliance of this Memorandum is highly expected.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



Name of Employee:	Name of Rater:
Position:	Position:
Division:	CAVITE PROVINCE
Month:	JULY

[illegible]

Approving Authority:

[illegible]

Cherrylou D. De Mesa
OIC - Schools Division Superintendent