



August 16, 2017

**DIVISION MEMORANDUM**  
**NO. 245s., 2017**

**ISO SECOND 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 Second Stage External Audit on August 17, 2017.

2. Relative to this, the following shall convene at Bulwagang Tanglaw 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