

## Republic of the Philippines

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



August 16, 2017

DIVISION MEMORANDUM NO. 2 4 5 s., 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

Immediate dissemination of this Memorandum is highly desired.

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

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