

June 14, 2017

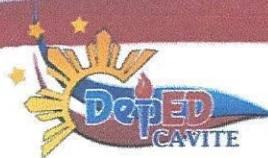
DIVISION MEMORANDUM
NO. 70 s., 2018

QMS INTERNAL AUDIT

TO: OIC Assistant Schools Division Superintendent
OIC Office of the Assistant Schools Division Superintendent
CID Chief
OIC SGOD Chief
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 Quality Management System Surveillance Audit and in accordance with the scheduled Internal Quality Audit, the Internal Quality Audit Committee, will conduct an internal audit on following schedule:

| PROCESS/UNIT | DATE | Assigned Auditors |
|-------------------|---------------|--|
| Private | June 20, 2018 | Kristine Salamatín Melecio Pedron |
| Medical Section | June 21, 2018 | Ofelia Arvisu Leonard Umandap Kristine Salamatín Eldrich Salamatín Mary Angelic Federoso |
| Supply | June 26, 2018 | Glenor Marasigan Ronald Kevin Del Rosario Ofelia Arvisu |
| TOP Management | June 26, 2018 | Lou-Junel Velasco Ofelia Arvisu Elpidia Bergado Joel Solis |
| OSDS | June 21, 2018 | Eldrich Salamatín Leonard Umandap |
| DRRM | June 20, 2018 | Lou-Junel Velasco |
| ICT | June 21, 2018 | Jennifer Tolica Leonard Umandap Eldrich Salamatín |
| Admin | June 22, 2018 | Grace Tolentino Mary Angelic Federoso |
| Division Document | June 22, 2018 | Roviann Sidamon Shiela Costa |



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



Certificate Number: AJA17-0083

| | | |
|-----------------------|------------------|---|
| Custodian | | |
| Records | June 22, 2018 | Shiela Costa Kristine Salamat |
| HRD | July 06, 2018 | Mignon Cecile Mangoba Rovian Sidamon |
| Dental | June 28, 2018 | Norita Vasquez Rovian Sidamon |
| Cash | July 06, 2018 | Ronald Kevin Del Rosario Shiela Costa |
| M&E | July 06, 2018 | Grace Tolentino Norita Vasquez |
| Planning and Research | July 06, 2018 | Grace Tolentino Kristine Dela Rosa |
| Budget | June 25, 2018 | Jasmin Lyra Sambrano Glenor Marasigan |
| Facilities | June 25, 2018 | Mignon Cecile Mangoba |
| Accounting | July 04-05, 2018 | Ronald Kevin Del Rosario Reniel Patrick Tejedor Kristine Dela Rosa |
| SOCMOB | July 06, 2018 | Jennifer Tolica Ofelia Arvisu |
| Legal | June 28, 2018 | Jasmin Lyra Sambrano Mignon Cecile Mangoba |
| HRM | June 26-27, 2018 | Mary Angelic Federoso Jasmin Lyra Sambrano Kristine Dela Rosa Melecio Pedron |
| CID | June 29, 2018 | Lou Junnel Velasco Norita Vasquez Jennifer Tolica |
| IQA | July 11, 2018 | Diana Topacio |

- The objective of this audit is to assure the compliance of mentioned unit and processes with the ISO 9001:2015 standards.
- Pre-audit meeting shall be attended by IQA team only on June 19, 2018 at 10am. Opening meeting will commence on June 19, 2018 at 1pm and shall be attended by the unit heads and IQA Team. Both meetings will be conducted at Silid Ugnayan.



(046) 419-1286



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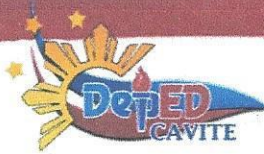
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4. Attendance of process owners, unit heads, internal quality auditors, and document custodians are highly needed.


CHERRYLOU D. REPIA
Schools Division Superintendent



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