



June 07, 2019

DIVISION MEMORANDUM

NO. 220, s. 2019

**WORKPLACE 7'S EVALUATION
IN PREPARATION FOR THE SECOND SURVEILLANCE AUDIT**


TO: OIC- Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division &
School Governance and Operations Division
Education Program Supervisors/Public School District Supervisors
Schools Division Office Personnel
All Concerned

1. As per reference to our Quality Management System, please be informed that Workplace Inspection Audit Committee will conduct **Workplace Inspection Audit** on **June 10, 2019 (Monday)** starting 1:00 pm onwards.
2. All findings from the previous workplace audit should be checked with the help of the following auditors:

AREA / UNIT	AUDITORS
SGOD-Planning & Research, Private School	Cherry Bayot
Medical	
Dental	Edward Joevan Romen
SocMob/HRD	
ALS/CID	Verna Cabaya
ASDS	
Legal	Gina Dulce
OSDS	

AREA / UNIT	AUDITORS
Budget	Melecio Pedron
Cash	
Accounting	Mignon Cecille Mangoba
HR/Personnel	
ICT	Elaine Balen/Laura Crema
Records	
Supply	

3. Signed evaluation tool should be submitted to Ms. Ermelinda Pegenia, Administrative Aide III, on/or before **June 11, 2019 (Monday)**
4. Please maintain and observe cleanliness of working area in compliance with 7'S.
5. Immediate dissemination of this Memorandum is highly desired.


ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
CHERRYLOU D. REPIA
Schools Division Superintendent