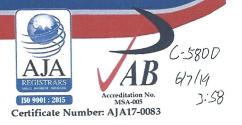




## **Department of Education**

Region IV-A (CALABARZON) **Division of Cavite** 

Trece Martires City, Cavite



June 07, 2019

**DIVISION MEMORANDUM** NO. 2 2 0, s. 2019

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

OIC- Assistant Schools Division Superintendents TO:

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

MELIAS A. ALICAYA, JR. Ed.D. OIC-Assistant Schools Division Superintendent PICHERRYLOU D. REPIA

Schools Division Superintendent