



Republic of the Philippines

Department of Education

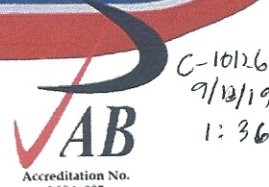
Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



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9/13/19  
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September 13, 2019

## DIVISION MEMORANDUM

NO. 354, s. 2019

### CONDUCT OF WORKPLACE AUDIT

TO: Assistant Schools Division Superintendent  
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 **September 16, 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	Joel Solis
Medical	
Dental	Edward Joevan Romen
SocMob/HRD	
Supply	Verna Cabaya/Cherry Bayot
ALS/LRMDS	
Legal	Gina Dulce/Marlene Panganiban
OSDS	

AREA / UNIT	AUDITORS
Budget	Melecio Pedron
Cash	
Accounting	Allain Alvarez
HR/Personnel	
ICT	Elaine Balen/Laura Crema
Records	
CID	
ASDS	

3. Signed evaluation tool should be submitted to Ms. Ermelinda Pegenia, Administrative Aide III, on/or before **September 17, 2019 (Tuesday)**



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4. Please maintain and observe cleanliness of working area in compliance with 7'S.
5. Immediate dissemination of this Memorandum is highly desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent