



January 07, 2020

DIVISION MEMORANDUM

NO. 009, 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. In reference to our Quality Management System, please be informed that Workplace Inspection Audit Committee will conduct **Workplace Inspection Audit** on **January 09 and 10, 2020 (Thursday & Friday)**.

2. Below is the list of auditor-in-charge per area.

AREA/UNIT	AUDITORS
SGOD-Planning & Reasearch/ Private School	Richelle Panganiban
Medical	Melecio Pedron
Dental	Mignon Cecille Mangoba
SocMob/HRD	Ronald Kevin del Rosario
Supply	Daniel Carpina
ALS/LRMDS	Verna Cabaya
Legal	Angelita Orenciano
OSDS	Edward Joevan Romen
Budget	Alvin Alamo
Cash	Gina B. Dulce
Accounting	Demi Jo Francisco
HR/Admin	Elias A. Alicaya Jr.
ICT	Ivan Brian L. Inductivo
Records	Felisa Matel
CID	Laura Crema
ASDS	Elaine Balen



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



Certificate Number: AJA17-0083

3. Accomplished **evaluation tool** should be submitted to Ms. Ermelinda Pegenia, Administrative Aide III, until **January 10, 2020 (Friday)**.
4. All **audit findings** shall be consolidated and will be presented on the upcoming **Management Review** on **January 13, 2020 (Monday)**.
5. Please maintain and observe cleanliness of working area in compliance with 7'S.
6. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent