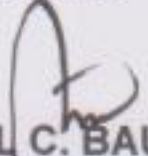




## MEMORANDUM

**TO:** OIC-Asst. Schools Division Superintendent  
OICs- CID Chief & SGOD Chief  
Education Program Supervisors Concerned  
Public Schools District Supervisors Concerned  
Public Elementary School Heads Concerned  
OSDS, SGOD Personnel Concerned  
All others concerned

**FROM:**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT:** ISO MOCK AUDIT

**DATE:** May 22, 2018

In preparation for the ISO alignment of the division office, there will be a mock audit of all the offices on Thursday, May 31, 2018 from 9:00 A.M. onwards. The mock audit will include the examination of all the offices/units/sections and checking of all workplace related to 7S application.

In preparation for this activity, the members of the ISO Division Auditors are called to a re-orientation meeting/workshop on May 29, 2018, Tuesday at the Division Office Conference Hall (old building) from 8:00 A.M. to 5:00 P.M.

This is to refresh and craft materials to be used during the "mock audit.

All participants are requested to bring their own provision for snacks and lunch.

Listed below are the auditors and the team composition.

**Audit Manager:** Cristina C. Salazar

**Team A**

Merlita O. Sayago (TL)  
Federico A. Mata  
Phanny S. Ramos  
Mervin Tortoza

**Team B**

Nimrod Tupas (TL)  
Rona Villete  
Florabel Tolentino  
Flora Cahapay

**Team C**

Madiel Verzola (TL)  
Angelita F. Doyola  
Arlene L. Tayona  
Cristina C. Salazar

**Monitor of Auditors:**

Mary Grace Santiago  
Eugenio Sierra

**Team D**

Isabel Gonzales (TL)  
Lilian C. Abalon  
Noel C. Merino  
Eugenio Sierra

**Team E**

Vivienne Martinez (TL)  
Ellaine Calacday  
Albeno L. Del Monte Jr.  
Francis Mark Elbo

**Team F**

Gayle Malibiran (TL)  
Rose Tagle  
Christine Joy Cabiles  
Mary Grace F. Santiago

**Monitor of Auditors:**

Flora Cahapay  
Mervin Tortoza

For your information and compliance.