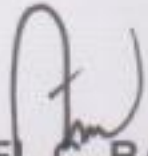




MEMORANDUM

TO : Asst. Schools Division Superintendent (OIC)
CID Chief and SGOD Chief (OICs)
OSDS Personnel
CID Personnel
SGOD Personnel
All Others Concerned

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

SUBJECT : **ISO INTERNAL AUDIT**

Date : July 17, 2018

Please be informed of the schedule of ISO Internal Audit in all the divisions/units on August 1 & 2, 2018 from 8:00 A.M. to 5:00 P.M.

In line with this, all division personnel are requested to be in their offices and prepare for this activity.

The following documents should be submitted to the Team Leader of the Audit Team assigned to your unit on July 24, 2018 in hard & soft copies (Please find the e-mail address of team leaders in the attached sheet).

- a) Process Flow (with details)
- b) Job Description
- c) Risk Management Procedure

The prescribed format of these documents may be asked from Mrs. Priscilla V. Salo, EPS-LRMDS.

Also, personnel in the units are expected to have a copy of these documents during the audit.

Attached is the List of Audit Team, team leaders and their e-mail addresses and unit assignments.

For your information and compliance.

TEAM	TEAM LEADER	E-MAIL ADDRESS	TEAM MEMBERS	UNIT
A	Merlita O. Sayago	merlita.sayago002@deped.gov.ph	Mervin C. Tortoza	Accounting
			Fred Mata	
			Phanny Ramos	
B	Flora Cahapay	fcahapay@yahoo.com	Nimrod Tupas	Admin
			Florabel M. Tolentino	DRRM
			Rona Villete	Health
C	Madiel Versola	md_versola@yahoo.com	Arlene Tayona	Records
			Angelita Doyola	ITO
			Cristina C. Salazar	Planning
				Soc Mob
				M & E
D	Isabel Gonzales	isabel.gonzales003@deped.gov.ph	Eugene Sierra	SDS
			Noel Merino	ASDS
			Rosalina Tagle	HR
				PSDS
E	Vivienne Martinez	vivienne.martinez001@deped.gov.ph	Albeno Del Monte	Cashier
			Elaine Calacday	LRMDS
			Francis M. Elbo	Testing
				HRTD
F	Gayle Malibiran	gayle0983@yahoo.com	Mary Grace F. Santiago	Budget
				Supply & Procurement
				Chief
				EPS
				ALS
				SBM
		Physical Facilities		