



MEMORANDUM

TO : Asst. Schools Division Superintendent (OIC)
CID Chief and SGOD Chief (OICs)
Members of QMS
All Unit Heads
All Process Owners
All Others Concerned

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

SUBJECT : **ISO 1901: 2018 AUDIT PREPARATION OF ALL UNITS**

Date : September 21, 2018

Please be called to an orientation meeting on Monday, September 24, 2018 at 9:00 AM onwards in the office of the Public Schools District Supervisors.

Topics to be discussed are:

1. Alignment of the Process Flows with the SDS's OPCRF
(Facilitator: Mr. Lito A. Palomar)
2. SIPOC
(Facilitator: Dr. Jonathan Domingo)
3. Feedback Mechanism
(Facilitator: Dr. Jonathan Domingo)

All indicated personnel are enjoined to attend.