



MEMORANDUM

TO : Asst. Schools Division Superintendent (OIC)
CID Chief and SGOD Chief (OICs)
Division Quality Management Representative
Division Documents Control Committee Head
Division Internal Audit Manager
Special Audit Team Members
Auditors of Audit Team
All Others Concerned

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

SUBJECT : **ISO 1901: 2018 SPECIAL AUDIT**

Date : September 21, 2018

To better prepare for the conduct of External Audit of the Division Office, the members of the Quality Management System will be subjected to a Special Audit on September 25, 27 and 28, 2018 following this schedule:

Date	Time	SPECIAL AUDIT
September 25, 2018 Tuesday	9:00 AM	QMR
September 27, 2018 Thursday	3:00 PM	IQA
September 28, 2018 Friday	8:00 AM	DCC
	9:00 AM	Top Management
	10:00 AM	QMS

Special Audit Team and the Audit Team of Auditors are expected to perform their tasks as expected.

For your information and compliance.