



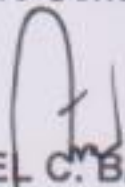
Republic of the Philippines
Department of Education
Region IV-A CALABARZON

CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO



MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
OIC- Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
All Unit Heads
Selected School Heads
All Others Concerned

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

SUBJECT: ISO 9001:2015 INTERNAL MOCK AUDIT AND
SIMULATION FOR STAGE 2 VALIDATION

DATE: November 8, 2018

1. There will be an ISO 9001:2015 Internal Mock Audit and Simulation for Stage 2 Validation on November 14, 2018 at Kuhala Bay Resort, Manila East Road, Sitio Kuhala, Barangay Dalig, Cardona, Rizal.
2. This activity aims to:
 - a. conduct coaching of all units/section heads
 - b. conduct an Internal Mock Audit ; and
 - c. conduct simulation for Stage 2 Validation
3. Participants to this ISO 9001:2015 Internal Mock Audit and Simulation for Stage 2 Validation are the Top Management, QMR, IQA, DCC, Chiefs, All Unit Heads, Selected SDO Personnel, and Selected School Heads. All expenses to the said training shall be charged against Division MOOE fund subject to the usual accounting rules and regulations. It is also requested that participants should bring their laptop and extension.



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4. Attached herewith are the following enclosures for your reference:

- a. Enclosure 1 – List of Participants
- b. Enclosure 2 - Working Committees

5. Immediate dissemination of this Memorandum is earnestly desired.

UM-550 S, 2018

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Enclosure No. 1

ISO 9001:2015 INTERNAL MOCK AUDIT AND SIMULATION FOR STAGE 2 VALIDATION
Kuhala Bay Resort, Manila East Road,
Sitio Kuhala, Brgy. Dalig, Cardona, Rizal

Participants
November 14, 2018

NO.	NAME	POSITION
1	Dr. Rommel C. Bautista, CESO V	Schools Division Superintendent
2	Dr. Gloria C. Roque	OIC-ASDS
3	Lito A. Palomar	OIC- Chief CID
4	Dr. Jonathan P. Domingo	Chief SGOD
5	Frederick B. Vallinas	Administrative Officer V-Admin
6	Atty. Jeremiah Jan Agustin	Attorney
7	Christine T. Coronado	Administrative Officer IV-Personnel
8	Ragaam V. Dela Cruz	Administrative Officer V- Budget
9	Raquel F. Esguerra	Accountant III
10	Gavino S. Francisco	Administrative Officer IV- Cashier
11	Michael P. Glorial	Administrative Officer IV- Supply
12	Lilian C. Ababon	Administrative Officer IV- Records
13	Maria Florabel M. Tolentino	Information Technology Officer-I
14	Engr. Madiel D. Verzola	Facilities Coordinator
15	Cristina C. Salazar	EPS- English
16	Bernadette I. Berber	EPS- Mathematics
17	Priscilla V. Salo	EPS- LRMDS
18	Dr. Nimrod A. Tupas	PSDS
19	Marilou Lico	PSDS
20	Vivienne C. Martinez	PSDS
21	Myrna Bautista	EPS II- ALS
22	Ranito Gallego	EPS II- ALS



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CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO



23	Michael Tayona	PSDS
24	Dr. Rico Desiree Reyes	Medical Officer III
25	Noel C. Meriño	PDO II- DRRM
26	Albeno R. Del Monte	SEPS- SocMob
27	Dr. Isabel M. Gonzales	SEPS- M&E
28	Arlene L. Tayona	SEPS- HRTD
29	Gayle J. Malibiran	EPS- HRTD
30	Alfonso L. Abogado	SEPS- Planning and Research
31	Myra B. Villareal	Planning Officer III
32	Eugenio B. Sierra Jr.	Principal I- Dela Paz NHS
33	Dr. Flora D. Cahapay	Principal IV- Bagong Nayon I ES
34	Dr. Mervin C. Tortoza	Principal III- Isaias S. Tapales ES
35	Mary Grace F. Santiago	Principal I
36	Elizabeth M. Ruiz	Administrative Assistant III
37	Christine Joy T. Cabiles	Administrative Aide VI



Enclosure No. 2

EXECUTIVE COMMITTEE

- Chairperson : **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent
- Co-Chairperson : **Dr. Gloria C. Roque**
OIC-Asst. Schools Division Superintendent
- Members : **Lito A. Palomar**
OIC-Chief, Curriculum Implementation Division
Dr. Jonathan P. Domingo
Chief, School Governance and Operations Division
Frederick B. Vallinas
Administrative Officer V

TECHNICAL WORKING COMMITTEE

Registration/ Invitation	Elizabeth M. Ruiz Christine Joy T. Cabiles	<ul style="list-style-type: none">• In-Charge of attendance• Prepare registration/ attendance sheet/meal attendance• Ensures that participants are registered• Prepare and distribute programs and invitation
Logistics	Michael P. Glorial	<ul style="list-style-type: none">• In-Charge of materials, accommodation and other needs
Documentation	Priscila V. Salo	<ul style="list-style-type: none">• Document event's significant details• Submit a narrative report containing the essential outcome of the event to the program head
Technical	Maria Florabel M. Tolentino	<ul style="list-style-type: none">• Check the sound system, projector, laptop and IT equipment to be used• Assist the discussants in their presentation
Health and Welfare	Dr. Rico Desiree Reyes	<ul style="list-style-type: none">• Ensures that provisions for health, wellness, and security are taken of.



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