



MEMORANDUM

TO: OIC, Asst. Schools Division Superintendent
SGOD Chief and Personnel
CID OIC Chief and Personnel
OSDS Unit Heads and Personnel
Division Internal Quality Auditors
All Others Concerned

FROM: DR. ROMMEL C. BAUTISTA, CESO V

SUBJECT: SCHEDULE OF INTERNAL QUALITY AUDIT OF ALL OFFICES

DATE: JANUARY 9, 2019

Please be informed of the schedule of Division Internal Audit on Thursday and Friday, January 24 and 25, 2019 in the respective offices of all the divisions/units.

The audit objectives are as follows:

- 1) To re-assess the current status of compliance with ISO 9001:2015
- 2) To verify adjustments/improvements done with regard the findings during the last internal and external audits
- 3) To examine effectiveness of processes and services provided to clients

Kindly prepare your revised process flows, documents related to your processes.

For your information and compliance.

UM- 16, s. 2019
@cc/2019