MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
    SGOD Chief & OIC, CID Chief
    Education Program Supervisors Concerned
    SGOD Personnels Concerned
    Public Schools District Supervisors
    Unit Heads Concerned
    School Heads Concerned
    Internal Quality Auditors
    All Others Concerned

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

SUBJECT: TECHNICAL ASSISTANCE TO SDO RIZAL

DATE: February 26, 2019

Please be informed that the following Internal Quality Auditors, Document Control Committee Chair and Quality Management Representative are requested to give Technical Assistance to DepEd Rizal tomorrow, February 27, 2019 in preparation for their Stage 2 Audit.

The following are your assignments:

1. LRMDC
2. DCC
3. QMR
4. Top Management
5. ALS
6. Curriculum EPS
7. Curriculum PSDS
8. Planning & Research
9. Physical Facilities
10. ICT
11. Property & Supply
12. HRD
13. HNU
14. HRM
15. Admin
16. Legal

Mrs. Priscilla Salo
Mr. Alfonso Abogado/ Engr. Madiel Verzola
Dr. Gloria C. Roque
Mrs. Cristina C. Salazar
Ms. Mary Grace Santiago
Engr. Madiel Verzola
Mrs. Florabel Tolentino/Mr. Nimrod Tupas
Dr. Rico Reyes
Dr. Sabel Gonzales
Mr. Erick Vallinas/Dr. Eugene Sierra
17. Finance
18. Cashier
19. Budget

Mrs. Merlita Sayago/Mrs. Vivienne Martinez
Mr. Ronaldo I Ata

There will be a short orientation meeting before departure at the Division Office (EPS’s Office) at 8:30 AM.

For your information and compliance.