

Republic of the Philippines DEPARTMENT OF EDUCATION Paging III. Contail

Region III - Cental Luzon



San Ignacio St., Poblacion, City of San Jose del Monte 3023

AUG 2 4 2018

By: 5:28

Records Unit

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August 24, 2018

DIVISION MEMORANDUM

No. 127, s. 2018

TO: ALL SDO Personnel Concerned School Heads All Others Concerned

TRAINING ON GAP ANALYSIS FOR ISO 9001:2015 ALIGNMENT

- This Office announces the conduct of Training on Gap Analysis for ISO 9001:2015 Alignment on August 28-30, 2018, 8:00 a.m. at the Division Library Hub, San Ignacio St., Poblacion, City of San Jose del Monte.
- The training aims to ensure that gap analysis will help SDO San Jose del Monte City move toward alignment to ISO 9001-2015 standards. Processes and work instructions of the different functional divisions including leadership commitment will be covered by the audit.
- 3. All SDO personnel are expected to prepare and actively get involved in the 3-day activity shown in the attached matrix. (See Enclosure No. 1)
- Expenses incurred in the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules.
- 5. Immediate dissemination of this memorandum to all concerned is enjoined.

GERMELINA H. PASCUAL, CESO V Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 127 s. 2018

Audit the Qualit the Qualit the Overal Audit the Overal Audit O		Audit Findings		Expected Output
Opening Meeting Audit the Quality Management Representative Audit SGOD Group Audit the Overall Document Controller Audit the IQA Lead Auditor Audit CID Group Audit CID Group		Preparation of Audit Findings		4:00-5:00
Opening Meeting Audit the Quality Management Representative Audit SGOD Group Audit the Overall Document Controller Lunchbreak Audit CID Group			Audit OSDS Group	2:00-4:00
Opening Meeting Audit the Quality Management Representative Audit SGOD Group Audit the Overall Document Controller Lunchbreak		Audit CID Group	Audit the IQA Lead Auditor	1:00:2:00
Opening Meeting Audit the Quality Management Representative Audit SGOD Group Audit the Overall Document Controller		Lunchbreak		12.00-1.00
Audit the Quality Management Representative Audit SGOD Group	Declaration of the SDO ISC		Controller	13.00
Opening Meeting Audit the Quality Management Representative Audit SGOD Group	CID		Audit the Overall Document Controller	10:30-12:00
Opening Meeting Audit the Quality Management Representative Audit SGOD Group	SGOD			
Opening Meeting Audit the Quality Management Representative Audit SGOD Group	OSDS			
Opening Meeting Audit the Quality Management	IQA Lead Audito	Audit SGOD Group	representative	
Opening Meeting Audit the Quality Management	ODC		Representative	9:30-10:30
Opening Meeting	QMR		Audit the Quality Management	
Opening Meeting	Discussion of Audit Fine			
Opening Meeting	Closing Meeting		Special Support	
Day 2	Day 3		Opening Meeting	8:00-9:30
Day 1	7	Day 2	Day 1	Time
August 28, 29 and 30			August 28, 29 and 30	Date
GAP ANALYSIS/AUDIT FOR ISO ALIGNMENT FOR SDO-SAN JOSE DEL MONTE CITY	TE CITY	MENT FOR SDO-SAN JOSE DEL MON	GAP ANALYSIS/AUDIT FOR ISO ALIGN	SIAGES