Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Cental Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023

August 24, 2018

DIVISION MEMORANDUM
No. 1 2 7, s. 2018

TO: ALL SDO Personnel
      Concerned School Heads
      All Others Concerned

TRAINING ON GAP ANALYSIS FOR ISO 9001:2015 ALIGNMENT

1. 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.

2. 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)

4. 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

TRAINING MATRIX

STAGE 5	GAP ANALYSIS/AUDIT FOR ISO ALIGNMENT FOR SDO-SAN JOSE DEL MONTE CITY		
Date	August 28, 29 and 30		
Time	Day 1	Day 2	Day 3
8:00-9:30	Opening Meeting		Closing Meeting
9:30-10:30	Audit the Quality Management Representative	Audit SGOD Group	Discussion of Audit Findings of: QMR ODC IQA Lead Auditor OSDS SGOD CID
10:30-12:00	Audit the Overall Document Controller		Declaration of the SDO ISO Alignment
12:00-1:00	Lunchbreak		
1:00-2:00	Audit the IQA Lead Auditor	Audit CID Group	
2:00-4:00	Audit OSDS Group		
4:00-5:00		Preparation of Audit Findings	
Expected Output		Audit Findings	