



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



September 25, 2018

**DIVISION MEMORANDUM**

No. 151 s. 2018

TO: Assistant Schools Division Superintendent  
Division Chiefs  
All Concerned Division Personnel

**SURVEILLANCE AUDIT FOR ISO 9001-2015**

1. This Office announces the conduct of Surveillance Audit for ISO 9001:2015 on September 28, 2018, 8:00 a.m. at the Division Library Hub, San Ignacio St., Poblacion, City of San Jose del Monte.
2. The activity aims to ensure that SDO- San Jose del Monte City moves toward ISO 9001-2015 compliance.
3. Members of the Management Review Committee, composed of the Division Chiefs, Administrative Officer V (General Services), IQA Lead Auditor, CIG Leader, and Overall Document Controller shall accompany the External Audit Team in their on-site inspection of the different offices.
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