
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	OFFICE MEMORANDUM		Name of Office: SDO, Angeles City

September 2, 2019

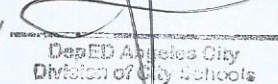
DIVISION MEMORANDUM
 No. 20 S. 2019

**DIVISION QUALITY MANAGEMENT SYSTEM – PHASE IV
 2019 ISO- 9001 -2015 -SURVEILLANCE**

RELEASED

SEP 03 2019

TO : Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Heads, Public Elementary and Secondary Schools



By 
 DepEd Angeles City
 Division of City Schools

1. In line with the thrusts of Quality Management System, the Division of Angeles City ISO-9001-2015 Surveillance of the Division of Angeles City listed below are the schedule, activities and concerned personnel in preparation for the said activity;

DATE	ACTIVITIES	PERSONS INVOLVED
September 9-10 ,2019	Revisitation and Retooling of Quality Management System of DepEd Angeles City	Process Owner Document Controller Management Review Committee
September 17, 2019	Internal Audit based on CIG Findings and Identified Gaps last Revisitation and Retooling	Internal Quality Audit Process Owner Document Controller
September 23, 2019	Presentation of Audit Report and Gap Analysis	Management Review Committee Process Owner
October 3-4,2019	Final IQA Audit for ISO Alignment	Internal Quality Audit Process Owner Document Controller
November 5-6, 2019	ISO 19011:2018, Guidelines for auditing management systems Training	All Division Personnel Consultant
November 16,2019	Adequacy Audit	All Division Personnel DQS
December 6, 2019	Recertification Audit	All Division Personnel IQA – School Heads DQS


2. The objectives of the activity are as follows;
- 2.1 Revisit and retool all quality forms (internal and external), PMs, WIMS, Controlled Masterlist, Risk Register, and Job Description;
 - 2.2 Audit Job Description, PMs, WIMS, List of Quality Forms, Controlled Masterlist and Risk Register;
 - 2.3 Update Risk and Opportunity Registry and Risk and Opportunity Assessment;

"SMILES BRIGHT, SERVES RIGHT"

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2.4 Prepare SWOT Analysis and Five Risks Identified from Corporate Risk Registry and
 2.5 Prepare and present final audit report.

2. Attendance of the concerned personnel for each activity is mandatory.
3. Expenses for meals, consultant's honorarium fee, accommodation, transportation and other related expenses shall be charged against local funds subject to the usual accounting and auditing procedures, rules and regulations.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.


LEILANI SAMSON CUNANAN, CESO V
 Schools Division Superintendent