



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

November 23, 2020

**DIVISION MEMORANDUM**

No. 211, s. 2020

**VIRTUAL MEETING ON THE PREPARATIONS FOR THE ISO  
SURVEILLANCE AUDIT**

To: Assistant Schools Division Superintendent/  
Quality Management Representative (QMR)  
Unit Heads  
Continuous Improvement-Focal Person  
Internal Quality Audit (IQA)-Lead Auditor  
Overall Document Control Custodian (DCC)  
Division IT Officer  
All Others Concerned

1. To ensure that our Schools Division Office continuously complies with ISO 9001:2015 Standards and to prepare our Quality Management System (QMS) for the Surveillance Audit, a virtual meeting of all concerned personnel to be led by the Top Management shall be held on December 4, 2020 at 1:00 p.m. via MS Teams.
2. The agenda for the meeting are as follows:
  - a. Internal Quality Audit, Process Review/Evaluation, and Management Review:
    - i. Schedule,
    - ii. Modality, and
    - iii. Responsible Persons.
  - b. Retooling of Internal Quality Audit (IQA) Team and Document Controllers (DCs);
  - c. External Mock Audit; and
  - d. Other Concerns.
3. The secretary of the Assistant Schools Division Superintendent shall take the minutes of the meeting.
4. Immediate dissemination of this Memorandum is desired.



**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge

Office of the Schools Division Superintendent

*Loyal, Excellent, Accountable and Dedicated to Service*



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