



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

February 8, 2021

DIVISION MEMORANDUM

No. 53, s. 2021

**DIVISION ACTIVITIES IN PREPARATION FOR THE 2021 ISO
SURVEILLANCE AND RECERTIFICATION AUDITS**

To: Assistant Schools Division Superintendent/
Quality Management Representative (QMR)
Unit Heads/Process Owners
Continuous Improvement-Focal Person
Internal Quality Auditors
Document Control Custodians
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 **Second Surveillance Audit on June 4, 2021 and Recertification Audit on September 22, 2021**, the following activities and target dates/deadlines shall be conducted and complied respectively:
 - a. Registration and Updating of Forms, Processes and other needed Documents in the Electronic Log, ISO Portal, ISO Filing Cabinet - February 11, 2021;
 - b. Submission of Internal Auditors' issued Opportunity for Improvements (OFIs) - February 15, 2021;
 - c. Simultaneous Orientations of all Units on the use of ISO Portal to be led by the Unit DCCs- February 18-19, 2021;
 - d. Initial Monitoring of all Units' Filing and Organizing of Quality Records - February 24, 2021 at 2:00 p.m.;
 - e. Monitoring of Status of Compliance with the Internal Quality Audit Findings and Validation of Interface Records and MOVs - March 9, 2021 (CID), March 10, 2021 (SGOD), March 11-12, 2021(OSDS/OASDS);
 - f. Regular Management Review Meeting - Every first Friday of the month at 1:30 p.m.;
 - g. Quarterly Review of ISO Forms and Processes by Unit - January, April, July, and October 2021;
 - h. Quarterly Monitoring of all Units' Filing and Organizing of Quality Records - January, April, July, and October 2021;
 - i. Other Related Activities:
 - Staff Meeting - Every Monday;
 - Monthly Review and Reporting of Customers' Feedbacks- Every last Monday (Staff Meeting) of the Month;



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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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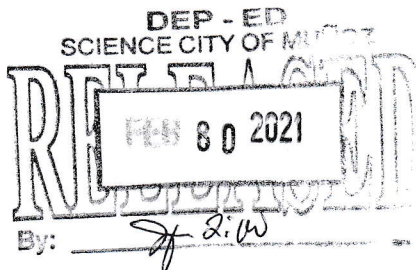
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- Semi-Annual Review of Quality Objectives/KPIs – June 2, 2021 and December 2, 2021;
 - Quarterly Committee Meeting of 7S - March, June, September, and December 2021;
 - Annual Review of QMS Performance – December 2021;
 - Semi-Annual Review of the Division Strategic Plan – June 3, 2021;
 - Quarterly Budget Review – February, May, and August 2021;
 - Annual Employee Performance Evaluation- December 2021; and
 - MANCOM – Every after Regional MANCOM.
2. Relative to the surveillance and recertification audits, Retooling of Internal Auditors and Document Controllers shall be conducted on March 24 – 26, 2021 and the conduct of Internal Quality Audit shall be on April 27 – 30, 2021.
 3. Unit Heads are encouraged to ensure that all ISO documents and records are prepared before the scheduled audits.
 4. Immediate dissemination of this Memorandum is desired.

DANTE G. PARUNGAO, CESO VI

Officer-in-Charge

Office of the Schools Division Superintendent



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