



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

January 7, 2022

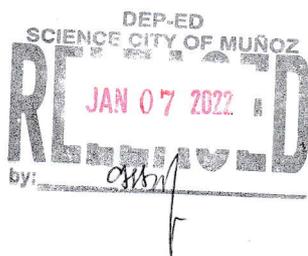
**DIVISION MEMORANDUM**

No. 22, s. 2022

**DIVISION UTILIZATION OF ISO REGISTERED INTERNAL  
FORMS/TEMPLATES AND UPLOADING OF DOCUMENTS/RECORDS**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief ES  
SDO Unit/Section Heads  
Public Elementary, Integrated and Secondary School Heads and Teachers  
All Others Concerned

1. The Schools Division Office of Science City of Muñoz ensures that quality basic education and client-centered services are provided to all learners and stakeholders. In particular, the division has been adopting the ISO 9001:2015 Quality Standards in order to standardize and align existing processes and utilization of registered internal forms/templates, as well as establish continuous improvement practices, toward effective and efficient delivery of services.
2. In line with this, all concerned school and SDO personnel shall utilize only those internal forms/templates registered in the Division ISO Electronic Registration Log which are accessible to the School Reports Drive/ISO Portal and ensure that the same shall also be used in all documents/records before uploading to Google Drive or all other platforms shared by the division.
3. Immediate dissemination of this Memorandum is desired.



*[Signature]*

**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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