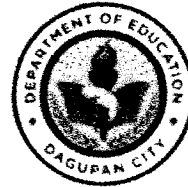
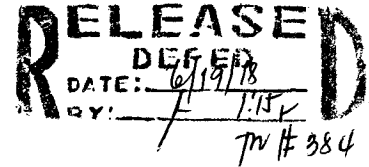


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memorandum
No. 218, s. 2018




TO: Asst. Schools Division Superintendent
Chiefs, SGOD and CID
All EPS/PSDS
All SDO PERSONNEL

FROM: Office of the Schools Division Superintendent

DATE: June 19, 2018

SUBJECT: **ADMINISTRATIVE QUALITY MANAGEMENT SYSTEM POLICIES**

1. In view of the Schools Division Office continuing pursuit of its ISO quality management system, all are herein reminded and informed that only the Schools Division Superintendent will have the final approval and authority to assign other tasks and activities including membership to any program and/ or team pertaining to the division office and its goals are concerned even with all the procedures included in the QMS.
2. As such the following are to be noted by all:
 - Use of Pass Slip by all employees including Chiefs of Offices to seek SDS permission and approval for school visits for Technical Assistance and other tour of duty; if in case the SDS is on official duty, the ASDS or the designated Officer-in-Charge will affix his/her signature.
 - Employees will seek counter signature of respective chiefs.
 - Pass Slip will be obtained from the Office of the Schools Division Superintendent (OSDS) c/o Lilia R. de Guzman or Angelita C. Liwag
 - Approval of all Leave of Absence, permits, certifications and other authorizations involving personal and professional concerns of employees including schools shall be the sole authority and consideration of the Schools Division Superintendent
 - Client Feedback being used by the SDO is treated confidential and shall be validated in cases of complaint.
3. For your information, guidance and compliance.


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent