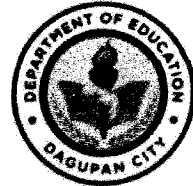
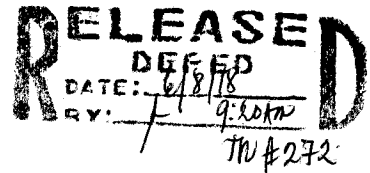




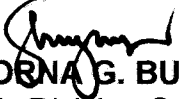
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



Division Memorandum No. 197, s. 2018



TO : Asst. Schools Division Superintendent  
Chiefs, SGOD and CID  
Quality Management Representative  
Internal Quality Audit Team

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

RE: EXTRA DOCUMENTATION PREPARATION FOR ISO

- 1) Relative to the additional preparations needed for the ISO quality management system of the Schools Division Office, concerned staff/units needing extra time to complete other documentary requirements are advised to come to the SDO on June 15, 2018.
- 2) This date and the previously issued Division Memorandum No. 193 are to be granted Compensatory Time Off provided proper Time – In and Time out is accomplished using the Biometrics and logbook for attendance.
- 3) Also, the needed documents are to be forwarded both in soft copy and hard copy to the Central Document Controller as a result of this office reporting.
- 4) For your information, guidance and compliance.