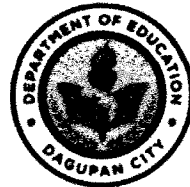


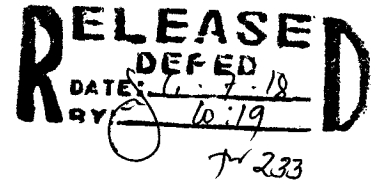


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



193 Division Memorandum
Unnumbered

TO : Asst. Schools Division Superintendent
Chiefs, SGOD and CID
All SDO Personnel



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

RE: **ORIENTATION ON ISO MOCK AUDIT**

- 1) As per the validation of the procedures of the different units of the Schools Division Office by the ISO consultant and in preparation for the Mock Audit next week, everyone is advised to attend a brief orientation on the following required activities on Friday, June 8, 2018, 3:00 p.m. at the Division Training Center.
 - ✓ Customer Satisfaction
 - ✓ Internal Quality Audit
 - ✓ Key Performance Indicator Template
 - ✓ Draw lots of units to be sample audited
 - ✓ Risk Management
- 2) Accordingly, units that need to complete any documentation are advised to take an overtime this Saturday with corresponding Time –In and Time Out and for outputs to be submitted to the Central Document Controller on Monday, June 11, 2018.
- 3) Mock Audit is going to be conducted on June 13-14, 2018.
- 4) For the information and compliance of all concerned.