



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepED SOO Dagupan City
RECORDS OFFICE

NOV 06 2024

8/47

Office of the Schools Division
Superintendent

November 6, 2024

Division Memorandum No. 455

To: OIC- Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Administrative Officer V
Legal Officer
All Process Owners
Others Concerned

QUALITY MANAGEMENT SYSTEM AUDIT ITINERARY

1. This Office gives instruction on the upcoming conduct of Baseline Readiness Assessment (Mock Audit) among the different offices starting November 11-15, 2024.
2. This memorandum shows the activities of the mock audit:
 - 2.1 **Opening Meeting** after the Flag Ceremony on **November 11, 2024**
 - 2.2 **Audit Scope** will cover the Management Process, Core Process and Support Process
 - 2.3 **Requirements** will cover organizational, ISO standard, customer, regulatory or statutory
 - 2.4 **Exit Meeting will be conducted on November 15, 2024**
 - 2.5 **Follow up** on the actions taken by process owners after two weeks should there be Non-Conformity
3. For your information, compliance and guidance.


ROWENA G. BANZON EdD, CESO V
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
Email: dagupan.city@deped.gov.ph