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|  | <p style="text-align: center;">Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p> |  | <p>Document Code: SDO-GQF-QF-CID-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018</p> |
| <p style="text-align: center;">DIVISION MEMORANDUM No. <u>245</u> s. 2018</p> | | <p style="text-align: center;">UNIT/SECTION: SGOD</p> | <p style="text-align: center;">Name of Office: SGOD</p> |

October 11, 2018

**To: Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All SDO Personnel
All Others Concerned**

OCT 11 2018

From: MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

Subject: ISO 9001:2015 Internal Quality Audit for the Schools Division of Benguet, Stage IV



1. In line with the agency's mandate in providing efficient and effective service to its clientele, SDO-Benguet will conduct the Internal Quality Audit, Stage IV for ISO 9001:2015 on October 16-19, 2018 in the Schools Division of Benguet, Wangal, La Trinidad, Benguet.
2. This stage aims to check whether the management system conforms to the requirements of ISO 9001:2015. It is geared towards the evaluation of whether the management system objectives and targets reflect the policy statements and that it is working effectively, understood and has been effectively implemented and maintained.

This endeavor shall further guide the office in effectively implementing its documented system and identify areas for improvement.

3. Participants to this activity are the following who are the members of the Management Review Committee (MRC), Continuous Improvement Group (CIG) and the Internal Quality Audit (IQA).

| Management Review Committee (MRC) | Continuous Improvement Group (CIG) |
|------------------------------------|--|
| 1. SDS Marie Carolyn B. Verano | Designate Team Leader: ASDS Nestor L. Bolayo <i>(Quality Management Representative)</i> |
| 2. ASDS Nestor L. Bolayo | Members: 1. Wilfred C. Bagsao |
| 3. SGOD Chief ES Lucio B. Alawas | 2. Brylen A. Moresto |
| 4. CID Chief ES Rizalyn A. Guznian | 3. Warden A. Baltazar |
| 5. AO V Glenn N. Duguis | 4. Glenn N. Duguis |
| 6. EPS-Science Georgina C. Ducayso | 5. Florinda C. Pagoy |

| Internal Quality Audit (IQA) | |
|--|------------------------------|
| Internal Quality Leader: Lucio B. Alawas | |
| From Schools Division Office: | From Schools and Districts: |
| 1. Rizalyn A. Guznian | 1) Joan Culbengan |
| 2. Glenn N. Guguis | 2) Florence Pawig |
| 3. Atty. Nover Singgangan | 3) Ludenia Sanoan |
| 4. Susan CJ Dawang | 4) Simon Backian |
| 5. Joyce B. Gavino | 5) Jonathan Sadey |
| 6. Florabel Balanon | 6) Herminia Osting |
| 7. Mary Grace Matias | 7) Flora Tubal |
| 8. Florabel E. Buclay | 8) Merlyn Conchita de Guzman |
| 9. Sonia Dupagan | 9) Remy Dum-ao |
| 10. Virginia Basatan | 10) Erlinda Quinuan |
| 11. Clarita Eder | - |

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4. Day 1 and 2 shall be the orientation of all the members of the MRC, CIG and IQA. On Day 3 and 4, **all Document Controllers** are encouraged to stay in their respective offices.
5. Meals and snacks of participants and resource persons including the honoraria, lodging and travel expenses of the resource persons for the 4 days shall be charged against Division HRD Funds while travel and other incidental expenses of the participants shall be charged against local funds subject to the usual accounting rules and regulations.
6. Immediate and wide dissemination of this memo is desired.