



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent


26 MAY 2021

Division MEMORANDUM
No. 225 s. 2021

SCHEDULE OF INTERNAL QUALITY AUDIT

To: ASDS, Chiefs, Unit Heads, EPS, SEPS, EPS II
AOs, Legal Officer, ADAS, All Employees
This Division

1. In adherence to our ISO 9001:2015 Surveillance, all employees of this Division are hereby informed that the Internal Quality Audit is scheduled on June 28 – 30, 2021.
2. Anent to this chiefs, unit heads and all employees of the Division Office are hereby directed to prepare all the necessary documents stipulated in ISO 9001:2015 standards (clauses 4, 5, 6, 7, 8, 9, 10) and interface records based on the process flow of every program holders, chiefs and unit heads. There will be a random interview aside from document scrutiny.
3. Audit itinerary will be issued to the chiefs and unit heads 5 days before the schedule to give ample time for the preparations of documents, MOVs and the physical aspect of every office.
4. For information, guidance & compliance.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:

To be indicated in the Perpetual Index
under the following subjects:

SCHEDULE OF INTERNAL QUALITY AUDIT

ESU//DM-SCHEDULE OF INTERNAL QUALITY AUDIT
225/May 26, 2021



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