



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

**DIVISION MEMORANDUM**

No. 409, s. 2021

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD& CID)  
Public Schools District Supervisors  
Administrative Officer V  
Accountant III  
Budget Officer III  
SDO Personnel  
This Division

FROM: **FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

SUBJECT: **CONDUCT OF THE INTERNAL QUALITY AUDIT FOR ISO 9001:2015  
QMS AND 5S AUDIT OF THE SCHOOLS DIVISION OF DAPITAN CITY  
CUM SEMINAR ON THE INSTITUTIONALIZATION OF A QUALITY  
MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION**

DATE: **DECEMBER 6, 2021**

To assess the conformity of the Quality Management System (QMS) of the Schools Division of Dapitan City against the ISO 9001 Standards, this Office shall conduct an **Internal Quality Audit** for ISO 9001: 2015 QMS and 5S Audit on **December 20, 2021** from **8:00 AM to 5:00 PM** in all sections, units and offices.

The 5S Audit shall also be conducted during the internal audit. The updated 5S Audit Tool shall be used by the auditors to assess compliance to the workplace standards.

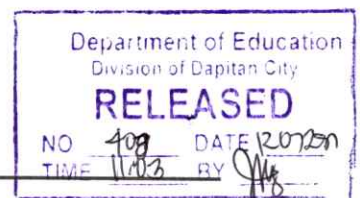
The audit shall be conducted through a virtual audit scheme and limited face to face sessions. Auditees can share files via email, Google drive or through desktop screen or via video conference using Google Meet. The use of live video or even surveillance video to gather the necessary audit evidence shall be allowed. The auditors and auditees shall agree on the specific time and day and manner in the conduct of the audit either through virtual platform or limited face to face audit subject to compliance of minimum health standards.

Participants of the activity are members of the Division QMS Executive Committee, Quality Management Head, Process Owners, Internal Quality Auditors, Document Controller, Records In-charge and all others concerned.

Expenses of this activity shall be charged against the Division MOOE/HRD Funds subject to the usual accounting and auditing rules and regulations.

Enclosed herewith is the Audit Itinerary for your ready reference.

Immediate dissemination of this Memorandum is desired.



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