



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 234, s. 2022

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
QUALITY MANAGEMENT SYSTEM (QMS), 5S AUDIT OF THE SCHOOLS
DIVISION OF DAPITAN CITY CUM SEMINAR ON ISO 9001:2015 QMS FOR
SDO NEW EMPLOYEES

DATE: JUNE 14, 2022

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 Cum Seminar on ISO 9001:2015 QMS for SDO New Employees on **June 24, 2022** from **8:00 AM to 5:00 PM** at the SDO Conference Hall.

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 and seminar shall be conducted through face-to-face sessions 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.

Concerned process owners are advise to prepared the required reports in preparation for the audit.

Expenses of this activity shall be charged against the Division MOOE 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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