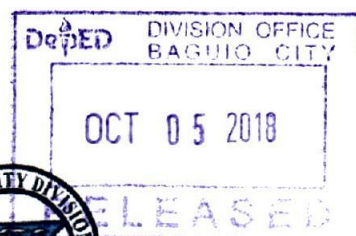




Republic of the Philippines
Department of Education
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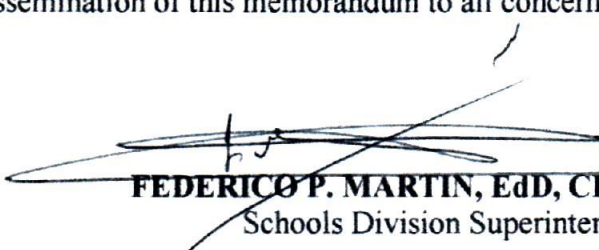
DIVISION MEMORANDUM

No. 481, s. 2018

Revisiting ISO Forms and Status of Submissions

To: All Document Controllers

1. In compliance with ISO 9001:2015, the following documents have been required for submission: Masterlist, Procedure Manual, Work Instructional Manual, List of Quality Records, List of Quality Forms, Third Level Forms, Job Descriptions, and Risk and Opportunity Register.
2. All submitted ISO forms will be revisited, thus, all document controllers are requested to attend the meeting on **October 10, 2018** at the **Division Office Mini Conference Hall** at **8:30 AM**.
3. In connection with this, each document controller is requested to bring his/her own laptop containing the soft copy of his/her ISO documents.
4. Immediate and wide dissemination of this memorandum to all concerned is required.


FEDERICO P. MARTIN, EdD, CEdd, CESO V
Schools Division Superintendent