



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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DIVISION OFFICE
BAGUIO CITY

JUN 11 2019

RELEASED

OFFICE MEMORANDUM

**ISO 9001:2015 Certification
First Stage Audit (Document Review)**

To : **All SDO Proper Personnel**

1. The Certifying Body, **GEEV Certification Solutionz** has conducted the pre-assessment of the documentation system of the Division.
2. Moving forward towards the **ISO 9001:2015 Certification, the First Stage Audit (Document Review) will be on 18-19 June 2019.**
3. Relative to this, all SDO Personnel are requested to:
 - be knowledgeable with their respective Procedure Manuals (PMs), Work Instruction Manuals (WIMs), and other ISO forms;
 - **download and print** their respective Procedure Manuals (PMs), Work Instruction Manuals (WIMs), and other ISO forms which will be sent to the Document controllers through email; and
 - conduct daily housekeeping.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.

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