



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



OFFICE MEMORANDUM  
No. 023 , s. 2019

## IMPLEMENTATION OF ISO CERTIFICATION AUDIT STAGE 2 PLANS

To : Office of the Schools Division Superintendent  
Schools Governance and Operations Division  
Curriculum implementation Division  
All Others Concerned

1. As part of the ISO certification audit stage 2 and the three-year surveillance audit, a run-through on the development of the audit plans shall be conducted for continuous improvement and better customer service of the division. This activity will be held at LeFern Hotel, Military Cutoff, Baguio City on December 17, 2019.

2. The activity aims to:

1. review audit findings.
2. present plans and actual accomplishment of the audit findings.
3. prepare objective evidences.
4. plan for the three-year Surveillance Audit.

3. The participants are the following:

Group	Person/s Involved	No. of Pax
MRC	Marie Carol Verano, CESO VI Dr. Soraya Faculo Dr. Juliet Sannad Mr. Jerry Ymson Ms. Nieves Ebanio Dr. Loida Mangangey Dr. Brendalee Awingan	7
Focal Person/Unit	SMME - Sharon Castillo Jocelyn Coldeg GAD – Jovelyn Balantin ICT – Harris Dizon Supply – Sofia Bermudez Housekeeping – Atty. Annette Doyaoen Accounting – Lilibeth Degsi Records – Jean Orpilla/Mary Nadelaine Bautista LRMDS – Victor Fernandez EF – Jennifer Polido Budget – Belen Tomin CID DCs – Marilyn Apiit Lourdes Lomas-e	14
Total		21 participants

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DATE	TIME	KEY LEARNING AREAS	KEY PERSON/UNIT
Dec. 17, 2019	8:00 – 8:30	Preliminary Session <ul style="list-style-type: none"><li>• Getting Started</li><li>• Review of the 15 Findings</li></ul>	SMME
	8:30– 2:00	Presentation of the Plans and Implementation	Focal person/unit
	2:00 – 5:00	Preparation of Objective Evidences  Planning for the three-year Surveillance Audit  Closing Activities	MRC
Daily Breaks: 10:00 to 10:15 (AM Snacks)      12:00 to 1:00 (Lunch)      3:00 to 3:15 (PM Snacks)			

5. Immediate dissemination of this Memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent