



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



Division Memorandum
 No. 19, s. 2021

REMOTE ISO 9001:2015 1ST SURVEILLANCE AUDIT

TO: All Management Review Committee Members
 Process Owners
 Document Controllers
 Others Concerned

1. Relative to the ISO 9001:2015 1st Surveillance Audit, the Schools Division Office (SDO) will have a **remote audit on January 21-22, 2021. Management Review Committee (MRC) Members will be physically present at the 3rd floor Training Hall while other SDO employees will join via google meet however, when warranted will report physically at the 3rd floor Training Hall to better facilitate the aforementioned activity.**

2. The following are the MRC members who are required to report physically, to wit:

NAMES	DESIGNATION
Marie Carolyn B. Verano, CESO V	MRC Chairman
Christopher C. Benigno	Quality Management Representative
Lourdes B. Lomas-e	QMR Deputy
Arthur Tiongan	Risk Management System Leader
Jimmy S. Santos	Risk Management System Deputy
Juliet C. Sannad	Internal Quality Audit Leader
Mary Jane N. Malihod	IQA Deputy
Reynalyn T. Padoyan	Overall Documents Controller
Jesse Lance S. Dawaton	ODC Assistant
Santiago L. Bugtong	Continuous Improvement Group Leader
Francisco B. Copsiyan	CIG Deputy
Nieves D. Ebanio	General Housekeeping Leader
Anna Melissa C. Repalda, MD	General Housekeeping Deputy
Don Jose C. Tolentino	MRC Secretary
Helaine Joy B. Kimakim	MRC Secretary

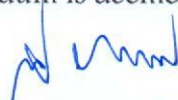
3. Google link shall be shared through our group chat.

4. All Process Owners are advised to make themselves available during the entire duration of two-day activity.

5. Meals and snacks incurred to this activity shall be charged against Division MOOE.

6. All participants are required to strictly follow IATF health protocols during the entire duration of the activity such as: wearing of face mask, face shield, and observance of physical distancing.

7. Immediate and wide dissemination of this memorandum is deemed necessary.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

MRC/djct/01202021

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"HANDANG MAG SERBISYO"



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