



Republic of the Philippines
Department of Education
National Capital Region

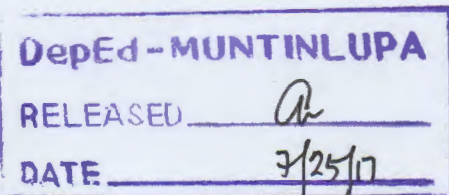
SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

July 24, 2017

DIVISION MEMORANDUM

No. 103, s. 2017

To: OIC – Asst. Schools Division Superintendent
Chief, CID and SGOD
Division Supervisor /District Supervisors/Coordinators
High School Principals/Officers-In-Charge
Administrative Officer/SEPS
All Concern



SDO MUNTINLUPA ANNUAL ISO 9001:2008 (QMS) SURVEILLANCE AUDIT

Please be informed that the **Annual ISO 9001:2008 (QMS) Surveillance Audit of SDO Muntinlupa** is scheduled on August 10 and 11, 2017 from 8:00am to 4:00pm as stated in the surveillance notice from the ISO External Lead Auditor Mr. Jose Querubin Lazar, dated June 6, 2017.

Prior to the ISO 9001:2008 Quality Management System Annual Audit, the following key personnel and officers need to attend the half-day seminar on how to prepare a Turtle Diagram that covers the area of **Management Responsibility, Resource Management, and Measurement, Analysis and Improvement** to be held on July 28, 2017 (Friday) at the SDO Conference Room, 4th Flr, Centennial Avenue, Tunasan, Muntinlupa City.

Office/Department	Participants
Office of the SDS	Chairman: Dr. Mauro C. De Gulan, SDS Atty. Erness Faith J. Regacho, Legal Officer Ms. Susan Labuntog, Accountant Ms. Virma U. Amistoso, Budget Officer Mr. Randy Vargas, ICT Officer
Office of the ASDS	Chairman: Mr. Noel D. Bagano
Administrative Services	Dr. Remedios R. Cunanan, AO V (Internal Auditor) Dr. Maria Corazon C. Palomique, AO IV-(Management Representative) Egr. Luz Palmoz, AO IV Ms. Lourdes V. Rodilla, AO IV Ms. Noemi A. Valdez, AO IV
Curriculum Implementation Division	Ms. Madeline Ann L. Diaz- Chief, CID (Internal Auditor) Dr. Armando N. Romero, PSDS (Internal Auditor) Dr. Emelita D. Bautista, EPS (Internal Auditor) Ms. Gina U. Urquia, EPS (Secretariat)



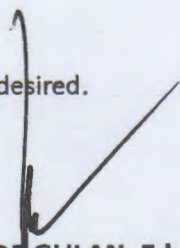


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School Governance & Operations Division	Ms. Nerisse R. Lomeda- Chief, SGOD (Internal Auditor) Mr. Zoren Pepito L. Gubalane, SEPS Ms. Phoebe Arroyo, SEPS Ms. Rochelle Jimenez, SEPS Ms. Ivy M. Romano, SEPS (Secretariat) Engr. Renante L. Tejada Ms. Ma. Teresa S. Indap
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Immediate and wide dissemination of this Memorandum is earnestly desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent 