

Office Memorandum
No. 288, s. 2019

TO: All Chiefs of Sections
All Division Program Focal Persons

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **SUBMISSION OF ISO RELATED DOCUMENTS**

DATE: June 25, 2019

1. In view of the standardization of the systems and processes of the division adhering to ISO, the different offices and program focal persons are hereby informed to finalize and submit the following needed documents:
 - Process Flow Per Program and Office
 - Quality Management System Framework by Functional Division
 - Copy of SWOT Analysis per Office/Unit
 - Copy of the Action Plan by ISO Committee
2. For uniformity, all the above documents shall observe the following:
 - A4 size bond paper
 - Font Style- Arial Narrow
 - Font size - 12
 - New Header and Footer
3. Submission shall be on Thursday, June 27, ready for compilation and presentation to the Top Management by the QMR. The following personnel are entrusted to follow-up and collect the mentioned documents:

• Joielyn D. Pasco	-	OSDS
• Melissa E. Madelo	-	CID
• Lieu Gee Keeshia C. Guillen	-	SGOD
4. Attached to this memorandum is the Tracking of Documents submitted.
5. For immediate dissemination and compliance.

osds/dedumo

To be indicated in the Perpetual Index
under the following subjects

ISO DOCUMENTS

SUBMISSION

OFFICE MEMORANDUM

