



Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

UNM-2019-12-97  
RELEASED  
DATE: DEC 20 2019  
BY: [Signature]

**MEMORANDUM**



**TO :** Sunny Ray F. Amit  
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**FROM :**  **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent 



**Republic of the Philippines**  
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**DATE** : December 20, 2019

**SUBJECT** : **Addendum to Memorandum dated December 16, 2019 re: Participation to the Quality Management System (QMS) Awareness Training**

In preparation to the ISO 9001:2015 Accreditation, this Office directs you to attend the **Quality Management System (QMS) Awareness Training** on December 27, 2019, from 8:00AM to 5:00PM at Loiza's Pavilion, Casisang, Malaybalay City.

This activity aims to orient participants on the basic concepts/principles and guidelines on the development and implementation of the QMS – ISO 9001:2015.

Per letter dated December 18, 2019 from the QMS Consultant, each office is hereby advised to bring their own laptop.

Copy furnished:  
**Records**  
AO File

## DepEd Malaybalay City (Dec. 18, 2019) Awareness Training

AGF Consulting Group (AGF) is pleased to be invited to provide services for the awareness training. The contact person is [jutch123@yahoo.com](mailto:jutch123@yahoo.com).  
Jong Fernandez, Jong Fernandez, Maria Regina Fernandez, Geraldine and 3 more...

Good Morning Ma'am Jutchel,

In preparation for the Awareness Training this coming Dec. 27, 2019, we would like to request the following:

1. Ensure training venue is suitable with needed resources:

- LCD projector with VGA or HDMI cable
- Tables and chairs
- Whiteboard, markers w/ ink, eraser
- Flipchart
- Manila papers (same with the number of participants)
- Tape and scissors
- 1 laptop per department

2. Send us copy of the following:

- Latest logo of the organization
- Master-list of the processes
- Organizational Structure

Kindly acknowledge receipt of this email.

For concerns, please do not hesitate to contact us.

Thank you.

Regards,

**JUNE LEO B. CORDOVA**  
System Support  
Project Delivery Team

### AGF Consulting Group

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