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Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

MEMORANDUM

No. _____ s. 2020

TO: Guia Ma. G. Villahermosa
Jocardo B. Desalan
Ariel D. Garcia
Cheryl Jane C. Peñalosa
Aprille Mae H. Bandong
Ruel T. Brigole
Evelyn Joy V. Don
Darvy C. Daguimol
Gilbert Jade D. Ahictin
Michael Angelo D. Deslate
Jona A. Borres
Administrative Services

Florabelle R. Porras
Glaiwe Mae Dublas
Julius Florente L. Astudillo
Rufelia J. Limbengco
Sunshine C. Gamboa
Maria Leizel G. Quieta
Jutchel L. Nayra
Anil U. Quindala
Gretchin C. Sanjorjo
Claudio L. Egan
Analiza Y. Diaz

FROM: VICTORIA V. GAZO, Ph.D, CESO V
Schools Division Superintendent [Signature]

DATE: January 2, 2020

RE: Initial Preparation of the QMS (ISO 9001:2015) Requirements for the Administrative Services

1. In line with the preparation of the QMS (ISO 9001:2015) requirements, this Office hereby directs you to conduct initial preparation of the said requirements on January 3, 2020, from 10:00AM to 5:00PM, at the LPT Hall, BNHS, Fortich Street, Malaybalay City.

2. This activity aims to facilitate the preparation of the following:

- SWOT Analysis
- Interested Parties Matrix
- Risk Assessment Matrix (RAM)
- Objectives, Target, Program (OTP)
- Draft procedures

3. Please bring your own laptops and extension wires for the said activity.

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