



UNM-2020-01-002  
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Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY

**MEMORANDUM**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors and Staff CID and SGOD  
All Section/Unit Heads and Staff, OSDS  
All Others Concerned

**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

1. Consistent to the recently conducted QMS (ISO 9001:2015) Awareness Training on December 27, 2019 at Loiza's Pavilion, Casisang, Malaybalay City by the AGF Consulting Group, this Office reiterates the initial preparation of the required documents in your respective offices:

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

2. The above-listed documents are advised to be brought during our SDO- initiated QMS (ISO 9001:2015) Awareness Training-Workshop on January 23/2020 (tentative date) at a venue to be announced later. Further, you are reminded on the deadline of the submission of all the updated documents as accomplished by your respective office to the AGF Consulting Group on or before January 31, 2020.

3. For information, guidance, and compliance.

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**TO BE POSTED IN THE DIVISION WEBSITE**