



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

4HM-20-02-2
DEPT. MALAYBALAY CITY DIVISION
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MEMORANDUM

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

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

DATE: February 4, 2020

RE: Quality Management System (QMS) Timeline

In line with the on-going Quality Management System (QMS) activities for ISO 9001:2015 Certification, this Office hereby provides you copy of the QMS Timeline (enclosed herewith) for your information and guidance.

Further, you are advised to participate in all the activities to ensure the timely implementation of the QMS activities and compliance of the deliverables.

Encl.

As stated

Copy furnished:
Records Unit
AO File

ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

Department of Education, Division of Malaybalay City

Timeline of Activities

Month	Day	Activity
	2	Gap Assessment
	3	AM – Document Control Training PM – IQA Training
March	4	IQA Training
	5	Document Review
	23	Process Roll-Out / Launching of ISO 9001:2015 Quality Management System
April	23-24	Guided Audit
	26	Mock Assessment
May	27	Management Review
	1 st week	Stage 1 CB Audit
June	2 nd week	Stage 2 CB Audit