





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

UNM 2020-2-0970
MALAYBALAY CITY DIVISION
RELEASED
FEB 24 2020
BY: [Signature]

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 20, 2020 

RE: Corrigendum to Memorandum dated February 4, 2020 re: Quality Management System (QMS) Timeline

This Office hereby disseminates the herein revised QMS Timeline for information and guidance of all concerned.

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
March	3	Gap Assessment
	4	Gap Assessment
	5	Document Records Control Training
	6	AM - Document Records Control Training PM - Document Review
April	7	IQA Training
	8	AM - IQA Training PM – Project Roll-out
May	5	Guided Audit
	6	Guided Audit
	26	Mock Assessment
	27	Management Review
June	1 st week	Endorsement for CB Audit
	2 nd week	Stage 1 CB Audit
	3 rd week	Stage 2 CB Audit