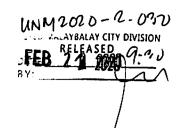


Republic of the Philippines

Department of Education

Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



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 Activitie	5
Month	Day	Activ	ity
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	