



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
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BY: [Signature]

**MEMORANDUM**

**TO: Chief Education Supervisors and Staff, CID and SGOD  
Section/Unit Heads and Staff  
All Others Concerned**

**FROM: VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

**DATE : April 22, 2020**

**RE : PARTICIPATION TO THE QMS GUIDED AUDIT**

You are hereby directed to participate to the Quality Management System Guided Audit on May 7-8, 2020 at the SDO, Casisang, Malaybalay City.

As such, all heads of offices/section/units are advised to prepare your office including all employees under supervision for this activity.

For information, guidance, and compliance.

Copy furnished:  
Records Unit  
AO File

**TO BE POSTED IN THE DIVISION WEBSITE UNDER UNNUMBERED MEMORANDUM**



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