



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

UNM - 2021 - 64 - 092
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: _____
BY: APR 07 2021

April 6, 2021

MEMORANDUM TO:

Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, SGOD and CID
Unit Heads and Staff
This Division

You are hereby directed to attend the ISO 9001:2015 Quality Management System Full Remote Mock Assessment on April 14-15, 2021 (Wednesday to Thursday) as per attached schedule. All auditees are directed to prepare their own laptop/desktop, headset, records and all documented information needed for the mock audit.

For compliance.


VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent



SCHEDULE

Date	Time	Auditor	Client Process /Department	ISO Clause	Auditee / Process Owner
Apr-14	9:00 -9:15	Klmm Fernandez	Opening Meeting		
	9:30 - 10:45	Klmm Fernandez	QMR	5, 10	Concerned team members
		Tesalonica Sharia Rizon	ICT Services	4.4, 7.5	Concerned team members
	10:45 - 12:00	Klmm Fernandez	CID	8.5	Concerned team members
		Tesalonica Sharia Rizon	Internal Audit	9.2	Concerned team members
	12:00 - 1:00 PM	Lunch			
	1:00 - 2:00	Klmm Fernandez	Legal Services	7.5	Concerned team members
		Tesalonica Sharia Rizon	DRC	7.1	Concerned team members
	2:00 - 3:00	Klmm Fernandez	Accounting Section	8.1	Concerned team members
		Tesalonica Sharia Rizon	General Services	7.1	Concerned team members
	3:00 - 4:00	Klmm Fernandez	Planning and Research	8.4	Concerned team members
		Tesalonica Sharia Rizon	Personnel Unit	7.1.2	Concerned team members
4:00 -4:30	Klmm Fernandez	ALS	8.2	Concerned team members	
	Tesalonica Sharia Rizon	LR		Concerned team members	
Apr-15	9:00 - 9:15	Klmm Fernandez	M & E	7.1.4	Concerned team members
		Tesalonica Sharia Rizon	HRTD	7.1.2	Concerned team members
	9:30- 10:45	Klmm Fernandez	Social Mobilization	8.3	Concerned team members
		Tesalonica Sharia Rizon	Procurement Unit	8.3	Concerned team members
	10:45 - 12:00	Klmm Fernandez	DRRM	8.0	Concerned team members
		Tesalonica Sharia Rizon	School Health	8.0	Concerned team members
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Klmm Fernandez	Cash Unit	8.2	Concerned team members
		Tesalonica Sharia Rizon	Educational Facilities	7.1	Concerned team members
	2:00 - 3:00	Klmm Fernandez	Budget Section	8.2	Concerned team members
		Tesalonica Sharia Rizon	Youth Formation	8.2	Concerned team members
	3:00 -4:00	Klmm Fernandez	Records Unit	8.2	Concerned team members
Tesalonica Sharia Rizon		Property and Supply	7.1	Concerned team members	
4:00 -4:30	Klmm Fernandez	Closing Meeting			