



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

UNM - 2021-07-066  
 DEPED MALAYBALAY CITY DIVISION  
 RECEIVED  
 DATE: 28 TIME: 3:10 pm  
 BY: JUL 28 2021

**UNNUMBERED DIVISION MEMORANDUM**

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors – SGOD and CID  
 All Others Concerned

FROM : **VICTORIA V. GAZO**  
 Schools Division Superintendent

DATE : July 28, 2021

**SUBJECT: ISO QUALITY MANAGEMENT SYSTEM SPECIAL INTERNAL AUDIT**

In relation to the preparation of the ISO external audit Stage 2 scheduled on August 18-19, 2021. The Office informs the auditors and auditees to prepare the necessary documents required for the ISO Quality Management System Special Internal Audit on **August 4-5, 2021**.

DATE	PROCEDURES MANUAL	AUDITOR	AUDITEE
August 4, 2021	Procurement (PM-PROC-01, PM-PROC-02)	Sibyl L. Maputi	Pamela Astudillo
	Legal (PM-LEG-01)	Lou Ann Cultura	Atty. Wincerbogne Pesisano
	Accounting (PM – ACT-01 PM-ACT-02 PM-ACT-03 PM-ACT- 04)	Jlmdandy Lucine	Rhysa Cyle Rosalejos
	Budget (PM-BUD-01 PM-BUD-02 PM-BUD-03 PM-BUD-04 PM-BUD-05)	Virgilin Pizarro	Sibyl L. Maputi





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General Services (PM-GEN-01 PM-GEN-02	Woodrow Wilson Merida	Manuel Dinlayan
Property and Supply PM PSU-01 PM-PSU-02 PM-PSU-03	Rachel R. Valde	Darvy Daguimol
Personnel PM-PER-01 PM-PER- 2.1 PM-PER-2.2	Marsfifth M. Mamawag	Evelyn Joy Don Bonna Lincasan Ruel Brigoli
Personnel PM-PER-3.1 PM-PER – 3.2 PM-PER-04		Cheryl Penalosa April Bandong
Cash PM—CAS-01 PM- CAS-02 PM-CAS-03 PM-CAS-04 PM-CAS-05	Jasmin J. Adriatico	Sunshine Cagatcagat Ma. Liz Damasco Rufelia Limbengco
CID PM-INS-01 PM-INS-02	Woodrow Wilson Merida	Liza Balintongog
ALS PM- ALS-01	Jimdandy Lucine	Gretchen Catane
LRM PM-LRM-01	Marsfifth Mamawag	Purisima Yap
Planning and Research PM-PAR-01 PM-PAR-02	Rachel R. Valde	Ria K. Alcuizar
DRRM PM-DRM-01 PM-DRM-02	Lou Ann Cultura	Jimdandy S. Lucine
EFS PM-EFS-01	Sibyl Maputi	Leslie Fontanilla
M and E PM-SME – 01 PM-SME-02 PM-RAI-02	Rachel R. Valde	Edelina Eborra Mary Gladys Dublas



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August 5, 2021	ICT PM-ICT-01	Woodrow Wilson Merida	Paul John P. Arias
	School Health PM-01	Virgilin Pizarro	Nancy L. Dequito/Marcosjulita Fulgencio
	Human Resource PM-HRD-01	Sibyl L. Maputi	Woodrow Wilson Merida
	Youth Formation PM-YFS-01	Jasmin Adriatico	Lucilyn Cahucom
	Mobilization and Networking PM-SMN-01		Rio Arbutante
	Quality Manual PM-RAI - 03	Marsfifth Mamawag	Top Management/QMR
	DRC PM-DRC-01 PM-DRC-02 PM-DRC-03	Jasmin Adriatico	DRC
	Records PM-REC-01 PM-REC-02 PM-REC-03	Sibyl L. Maputi	Florabelle R. Porras
	Calibration PM-SGOD-01	Marsfifth M. Mamawag	Rosalio P. Arangco

*For queries, you may contact Marsfifth M. Mamawag, SEPS-Social Mobilization and Networking at 09178803864/09653159984*



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