



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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September 4, 2019

DIVISION MEMORANDUM

No. 718, series of 2019

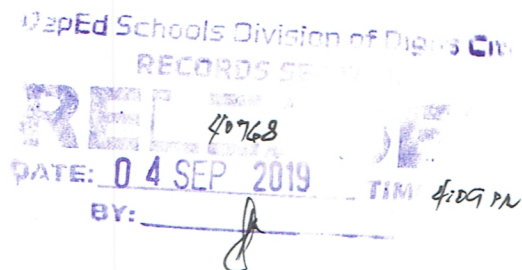
**SUBMISSION OF ALL BUSINESS PROCESSES PER OFFICE IN PREPARATION FOR
ISO 9001:2015**

TO: Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Education Program Supervisors
All Schools Division Office Personnel
All Others Concerned

1. In preparation for the Quality Management System (QMS) ISO 9001:2015, all Sections/Offices are required to submit all business processes, attention: Reyzen O. Monserate. Deadline will be on **September 20, 2019**.
2. The said documents will be used for the 1st activity of the Quality Management System (QMS) ISO 9001:2015 which is the Gap Analysis.
3. Failure to submit the required documents will explain personally to the Office of the undersigned.
4. For your information and compliance.

Winnie E. Batoon
WINNIE E. BATOON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent



Encls: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE QMS BUSINESS PROCESSES
ROM: Submission of All Business Processes Per Office in Preparation for ISO 9001:2015
04 September, 2019