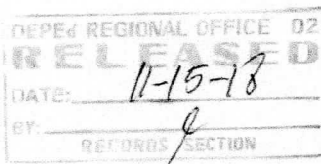




MEMORANDUM

To: Assistant Regional Director
 Schools Division Superintendents
 CID and SGOD Chiefs
 Regional Functional Division Chiefs
 All Concerned Process Owners



From: *AC* ESTELA L. CARIÑO, EdD., CESO IV
 Director IV

Date: November 15, 2018

Subject: Stage 2 Audit Schedule

1. This Office is pleased to announce the schedule for the Stage 2 Audit of the DepEd R02 Quality Management System by external auditors on November 21-23, 2018.

2. The Stage 2 Audit aims to evaluate the implementation and effectiveness of the organization's management system. During this audit, the Registrar will determine the degree of compliance with the standard's requirements, and report any non-conformances or potential non-conformances that the organization will have to correct before the compliance certificate can be issued.

3. The audit schedule is as follows:

- On November 21, 2018
 - Two (2) Auditors to travel covering SDO Cauayan City and SDO Santiago City. Opening Meeting to be done at SDO Cauayan City with Top Management.
 - One (1) Auditor to travel to SDO Batanes and stay overnight in Batanes
- On November 22, 2018
 - Two (2) Auditors to cover SDO Isabela, SDO Cagayan, SDO Tuguegarao City and other processes at the Regional Office
- On November 23, 2018
 - Two (2) Auditors will do audit the Regional Office processes and conduct closing meeting at the Regional Office.

4. Immediate dissemination of this Memorandum to all concerned is hereby enjoined.

QAD: [illegible]

FM-ORD-003

November 16, 2018

To: Assistant Schools Division Superintendents
 SGOD & CID Chiefs
 All Units/Sections Heads
 All Others Concerned

For information and guidance.

for: *[Signature]*
REYNANTE Z. CALIGUIRAN, PhD. CESE
 OIC-Schools Division Superintendent

