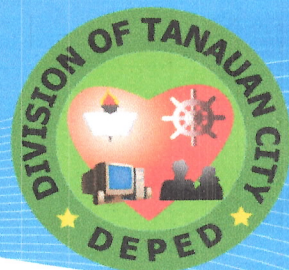
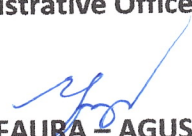


Department of Education
DIVISION OF TANAUAN CITY



OFFICE MEMORANDUM 30

To: OIC – ASDS
Chiefs of Offices
Administrative Officer V

From : 
EDNA FAURA – AGUSTIN
OIC – Schools Division Superintendent

Subject : PROCESS DOCUMENTATION AND REGISTRATION OF APPROVED OM's TO THE
DOCUMENTS & RECORDS MANAGEMENT TEAM

Date : 21 June 2018

This is to inform all heads of offices, ISO Team members and all process owners on the conduct of Process Documentation through registration of all Operation Manuals (OMs), all the appendices (attachments/forms), the Risk Management Form, and the Interested Parties Form.

This shall be done as a major requirement in the Journey towards the ISO 9001:2015 certification and the division's Quality Management System (QMS). The activity shall also be the first step towards being ISO aligned organization and preparation for the Internal Quality Audit (IQA) activity.

All **approved OMs** by the top management shall be registered to the Documents & Records Management (DRM) Team starting **June 25, 2018** onwards, and is expected to be done before the conduct of Internal Quality Audit on July 2, 2018.

Immediate and widest dissemination of this memorandum is desired.

ISO documentation/recording of OM's
OM 080/June 21, 2018

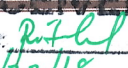
ONE WHOLE DIVISION WITH ONE VISION

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DepEd Tanauan City ICT UNIT RECEIVED Signature:  Date: 6/22/18 Time: 5:00 PM

Tayo
PARA SA
EDUKASYON