
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDO-QF-OSDS - 002 Revision: 00 Effectively date: 05-08-18
	DIVISION MEMO. No. 244 s.		Name of Office: OSDS

TO : SGOD & CID Chiefs
 Head of Units/ Sections
 ASDSs for Elementary and Secondary
 Unit Document Controllers

FROM : Office of the Schools Division Superintendent

SUBJECT: **PRESENTATION AND FINALIZATION OF THE PROCESS MANUALS (PMs) AND WORK INSTRUCTION MANUALS (WIMs)**

DATE : June 8, 2018

1. Please be informed of the meeting of all Process Owners and Document Controllers with the Quality Management Review Team (QMR) on June 8, 2018, 8:00 A.M at the CID Upper House.
2. The agendum of the said activity shall be the finalization of the PMs and WIMs.
3. All Process Owners and Document Controllers are requested to prepare a powerpoint presentation of their PMs and WIMs.
4. Wide dissemination of this Memorandum to all concerned is earnestly desired.


LEONARDO D. ZAPANTA, Ed.D., CESO VI
 Schools Division Superintendent