
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDO-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	<b>DIVISION MEMO. No. 213, s.</b>		<b>Name of Office: OSDS</b>

TO : ASDSs for Elementary & Secondary  
 SGOD & CID Chiefs  
 Head of Units/ Sections  
 All Division Personnel

FROM : Office of the Schools Division Superintendent

SUBJECT: **PRE-ASSESSMENT OF INDEPENDENT EXTERNAL AUDITORS**

DATE : July 18, 2018

1. As part of our continuing journey towards aligning our quality management system to better serve our stakeholders and for our ISO Accreditation, the Division shall undergo an external auditing from an independent ISO body on July 20, 2018 from 8:00 until 5:00 P.M.
2. All division personnel are thus required to be on their posts and make themselves ready for the visit of the external auditors who will focus on the following objectives;
  - a. Information about the audit and certification process;
  - b. Audit of management system documentation
  - c. Discussion with personnel to determine the preparedness for the stage 1 audit;
  - d. Review understanding regarding requirements of the standards (key performance, processes and objectives;
  - e. Scope of the management system, processes, and location/s;
  - f. Related statutory and regulatory aspects and compliance;
  - g. Review resources for stage 1 audit;
  - h. Agree on the details of the stage 1 audit;
  - i. Provide focus for the stage 1 audit
  - j. Evaluate if the internal audits and management review are being planned and performed
3. Wide dissemination of this Memorandum to all concerned is earnestly desired.

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