



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY

070120039

MEMORANDUM

To: Schools Division Superintendents
(Batanes, Cagayan, Cauayan City,
Isabela, Santiago City, Tuguegarao City)
Document Control Custodian
Deputy Document Control Custodian

From: 
ESTELA L. CARIÑO, EdD, CESO IV
Director IV/Regional Director

Date: July 1, 2020

Subject: **VIRTUAL MEETING OF ISO LEAD DOCUMENTERS**

1. Relative to the manner of delivering our Quality Management System processes under the "new normal", the Knowledge Management Team feels the need to convene virtually on July 8, 2020 (Wednesday) at 8:30 am, to discuss the updating and revising of the documented information on control of documents and records.
2. Specifically, the virtual meeting aims to:
 - a. identify documented information to be subjected for revision and updating;
 - b. craft a guideline on ISO document format and style;
 - c. review the Procedure Manuals and Guidelines on control of documents and records for revision;
 - d. revisit the ISO calendar of activities; and
 - e. discuss other matters re: ISO documentation.
3. Participants to this virtual meeting are the Document Control Custodian (DCC), Deputy DCC, and the SDO Lead and Deputy Documenters using the Google Meet platform with the code **mug-ryzu-xji**.
4. For inquiries and other information, you may email Mr. Joy T. Soriano, Document Control Custodian, at depedro2iso@gmail.com.
5. Immediate dissemination of this Memorandum to all concerned is desired for information and compliance.

QAD/lpl/jts

