



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

040721001

REGIONAL MEMORANDUM

QMO-2021-009

To: Schools Division Superintendents
*Batanes, Cagayan, Isabela, Cauayan City,
Santiago City, and Tuguegarao City*
Chiefs and Heads of Functional Divisions, Sections, and Units
All others concerned

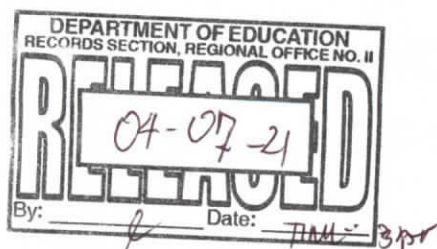
From: **BENJAMIN D. PARAGAS, PhD, CESO V**
Director IV / Regional Director

Date: April 7, 2021

Subject: **CONSOLIDATED MASTERLISTS OF CONTROLLED DOCUMENTED
INFORMATION IN THE ISO GOOGLE DRIVE**

1. Based on the agreements during the Virtual Meeting of ISO Controllers and Documenters held last March 31, 2021, this Office through the Quality Management Office hereby informs and advises all controllers and documenters on the utilization of the Consolidated Masterlists of Controlled Documented Information in the ISO Google Drive for easy reference on the latest revision of controlled documents.
2. The Google Drive folder contains the consolidated masterlists of the Quality Management Office, Regional Office, and the Schools Division Office.
3. The folders can be accessed using the link, **<https://tinyurl.com/isomasterlists>**.
4. Encoding and/or updating of the contents of the masterlist is the responsibility of the assigned process secretariat (for SDO) and the division/section/unit documenters (for RO).
5. For information, guidance, dissemination, and compliance.

QMO/crmn/jts



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



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