



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

072621005

REGIONAL MEMORANDUM
QMO-2021-009

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

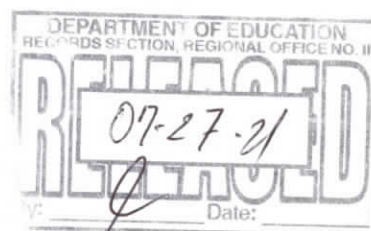
From: **BENJAMIN D. PARAGAS PhD, CESO V**
Director IV/Regional Director

Date: July 26, 2021

Subject: **VIRTUAL COORDINATION MEETING OF ISO DOCUMENT CONTROLLERS**

1. This Office, through the Knowledge Management Team, shall conduct a Virtual Coordination Meeting of ISO Document Controllers on July 30, 2021 at 9:00 am.
2. The virtual meeting aims to:
 - a. review the controlled documents aligned with the revised context diagram per office;
 - b. discuss the process of coding for Work Instructions and Forms which are for a particular SDO only;
 - c. schedule the conduct of Monitoring and Evaluation on Documented Information; and
 - d. tackle 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 Controllers. The Google Meet platform will be used with the meeting link <https://meet.google.com/gyt-uboy-rca>.
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/lat/jts



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