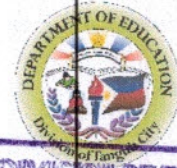
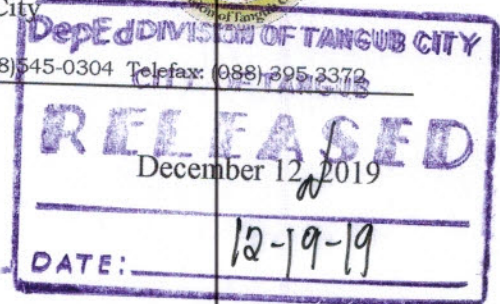




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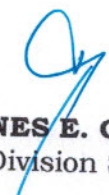


DIVISION MEMORANDUM
No. 269 s. 2019

**SEMINAR-WORKSHOP ON QUALITY MANAGEMENT SYSTEM
DOCUMENTATION (Phase 4)**

To: Concerned Division Office Personnel
This Division

1. This Office announces the conduct of the Quality Management System Documentation (Phase 4) on January 20-21, 2020 at the Division Conference Hall, Tangub City.
2. This seminar-workshop aims to:
 - a) review and close the gap in Phase 2
 - b) document the required system, processes, work procedures and work instructions.
3. Participants of this workshop are three (3) representatives from each of the 16 sections of the Division Office. See enclosure for the names of these participants.
4. For guidance and compliance.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent