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	Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ALAMINOS CITY Alaminos City		Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018
DIVISION MEMORANDUM			

DIVISION MEMORANDUM
DM-2020-004

TO : All School Heads and concerned Teachers and Non-Teaching Personnel
in Schools

FROM : Schools Division Superintendent

SUBJECT : ISO Phase 1 Requirements

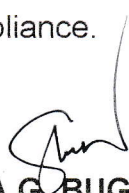
DATE : January 02, 2020

1. In preparation for the upcoming International Organization for Standardization (ISO) certification of all public elementary and secondary schools in the Schools Division of Alaminos City, all School Heads are enjoined to designate one Document Controller and one Records Controller for each school.

2. The names of the designated Document and Records controllers of each school shall be submitted at the Office of the Human Resource Development with Planning and Research unit on January 06, 2020 following the format below:

Name of School	
Name of School Head	
Name of Document Controller	
Name of Records Controller	

3. For your information, guidance and strict compliance.


LORNA G. BUGAYONG, Ph. D., CESO VI
Schools Division Superintendent