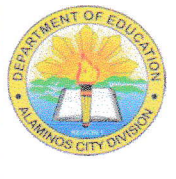
	Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ALAMINOS CITY Alaminos City		Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018
	DIVISION MEMORANDUM		

DIVISION MEMORANDUM
DM-2020-063

TO : All School Heads in public elementary and secondary schools in the Schools Division of Alaminos City

FROM : Schools Division Superintendent

SUBJECT : Designation of Quality Management System Auditors

DATE : January 28, 2020

1. In addition to the Document Controller and Records Controller per school duly designated for the Quality Management System trainings for all public schools in the Division, all school heads of elementary and secondary schools are enjoined to designate auditor/s according to the category of their school and following the prescribed number of the auditors:

Small Schools	Medium Schools	Large School
1 Auditor	3 Auditors	5 Auditors

2. The names of the designated Auditor/s of each school shall be submitted at the Office of the Records unit on or before January 31, 2020 following the format below:

Name of School	
Category of the School	
Name of Auditor/s	

3. For your information, guidance and strict compliance.

for: 
LORNA G. BUGAYONG PhD, CESO VI
 Schools Division Superintendent