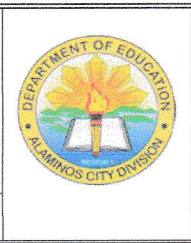
	<p style="text-align: center;">Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ALAMINOS CITY Alaminos City</p> <p style="text-align: center;">DIVISION MEMORANDUM</p>		<p>Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018</p>
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DIVISION MEMORANDUM
DM-2020-066

TO : All School Heads of medium and large schools in the Division

FROM : Schools Division Superintendent

SUBJECT : Designation of additional Quality Management System Document Controllers

DATE : January 29, 2020

1. As prescribed in the Documentation Phase I for the Quality Management System (QMS), all school heads of medium and large schools in the Division are enjoined to designate additional Document Controllers following the assigned number of the QMS Document Controllers as shown below:

Medium Schools	Large School
3 Document Controllers	5 Document Controllers

2. School heads of medium schools are instructed to assign two (2) additional Document Controllers, while school heads of large schools are directed to assign four (4) additional Document Controllers. The names of the additional designated Document Controllers of medium and large schools 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 Additional Document Controllers:	

3. For your information, guidance and strict compliance.


LORNA G. BUGAYONG PhD, CESO VI
 Schools Division Superintendent