
	Republic of the Philippines Department of Education Region I <b>SCHOOLS DIVISION OFFICE OF ALAMINOS CITY</b> Alaminos City <b>DIVISION MEMORANDUM</b>		Document Code: <b>SDO-ALC-OSDS- SDS-QF-001</b> Revision: 00 Effectivity Date: 11-16-2018
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**DIVISION MEMORANDUM**  
**DM-2020-108**

**TO** : All Head of Elementary and Secondary schools in the Division

**FROM** : Office of the Schools Division Superintendent

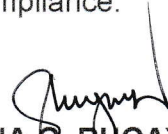
**SUBJECT** : Designation of SWOT Analysis and Risk Management coordinators

**DATE** : February 20, 2020

1. In preparation for the conduct of the Quality Management System (QMS) training on SWOT Analysis, Risk Management and Auditing Course (Phase 2), all school heads are enjoined to designate one SWOT Analysis coordinator and one Risk Management coordinator.
2. Please be reminded that the designated Records Controller will be the designated SWOT Analysis coordinator as agreed upon during the conduct of the QMS training on Awareness and Documentation (Phase 1) held on February 12-14, 2020 at La Esplanada Transient House. Should there be updates or changes as regards the designation of the SWOT Analysis coordinator, kindly inform the Human Resource Development with Planning and Research (HRD with PR) personnel through the following numbers: 09094192520 or 09163353218.
3. The names of the designated SWOT Analysis and Risk Management coordinators should be submitted at the HRD with PR office on or before February 26, 2020 following the template below:

Name of School:	
Name of SWOT Analysis coordinator:	
Name of Risk Management coordinator:	

4. For your information, guidance and strict compliance.

  
**LORNA G. BUGAYONG PhD, CESO VI**  
 Schools Division Superintendent