



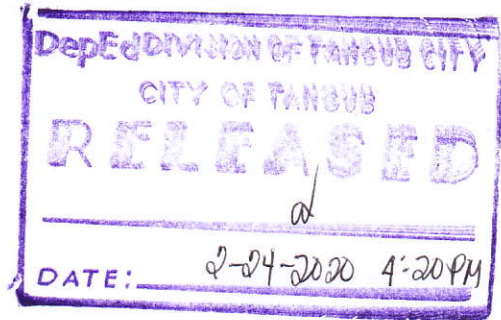
DIVISION MEMORANDUM
NO., *65* s. 2020

To : All DepEd Personnel
This Division

From : AGUSTINES E. CEPE, CESO V

Date : February 24, 2020

Subject: **UTILIZATION OF NEW TEMPLATE FOR ACTION PLAN**



1. This Office informs that there is a new template for Action Plan relative to the ISO 9001-2015 International Standard Clause 6.2.2.
2. It is expected that everybody shall use this template upon preparation and submission along with other documents to the Documents Control Officers.
3. For the said template is attached as Enclosure 1.
4. Hence, immediate and wide dissemination of the memorandum is desired.

Encls: As stated
mta/02-24-2020
To be indicated in the Perpetual Index
Under the following subjects:
PERSONNEL





ACTION PLAN ON

(SECTION)

Code:
Revision No: 00
Effectivity Date:
Page:

Focus Area	Activities	Office / Person(s) Responsible	Time Line	Resource Requirements	Means of Evaluation

Prepared by:

Reviewed by:

Approved by:

(NAME OF PROCESS OWNER)
(POSITION)

Date:

(NAME OF SECTION HEAD)
(POSITION)

Date:

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

Date:

