


Unnumbered Memorandum  
No. 439, series of 2021

December 6, 2021

**MEETING OF THE INTERNAL QUALITY AUDIT TEAM**

To: Members of Internal Quality Audit Team

1. This is to announce the conduct of meeting of the Internal Quality Audit (IQA) Team on December 6, 2021 at 2:30PM at the SDO Library Hub.
2. This activity aims to discuss:
  - a. the process on how to review the documents and how to verify records;
  - b. the schedule when to the audit unit/sections;
  - c. how to accomplish the audit checklist and audit itinerary.
3. Immediate dissemination of this memorandum is directed.

  
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Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

*/SGOD-smme/DM-meeting of the internalqualityauditteam .....*



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