



November 4, 2019

MEMORANDUM CIRCULAR NO. 02

Series of 2019

T O: ALL Office/Unit Heads and Document Controllers under OVPAF

R E: Workshop on SWOT, ROA and OTP

In compliance with the ISO 9001:2015, please be informed that there will be a Workshop on the revision of SWOT Analysis, Risk and Opportunities Assessment and OTP (Objectives, Targets and Programs) Preparation on November 7-8, 2019 (8:00-5:00 pm) at the QAC Conference Room. All office heads and document controllers are required to attend this very important 2-day activity.

We need your full cooperation as we are gearing towards ISO certification this November 19-22, 2019. Attendance is highly requested.

For your strict compliance.

REMBERTO A. PATINDOL

Vice President for Administration & Finance