


OFFICE OF THE REGIONAL DIRECTOR

Ref. No.: 15-0602-009

MEMORANDUM

02 June 2015

TO : ALL DOST V REGULAR EMPLOYEES
AND NEW JOB ORDER PERSONNEL

FROM : 
MANUEL SN B. LUCENA, JR.
Quality Management Representative

SUBJECT: REFRESHER SEMINAR ON QUALITY MANAGEMENT
SYSTEM (QMS) BASED ON ISO 9001:2008 AND
PRODUCTIVITY IMPROVEMENT THROUGH 5s

As recommended by the CIPI auditor during the 2nd Surveillance Audit last 07-08 April 2015, DOST V personnel should be given a refresher seminar on Quality Management System and Implementation of 5s. In this regard, a Refresher Seminar on Quality Management System (QMS) based on ISO 9001:2008 & Productivity Improvement through 5s will be conducted on 01-03 July 2015 at DOST V, Rawis, Legazpi City.

You are hereby enjoined to participate in said activity.

Noted:


TOMAS B. BRIÑAS, CESO III
Regional Director

en.: a/s

**REFRESHER SEMINAR ON QUALITY MANAGEMENT SYSTEM BASED ON ISO
9001:2008 AND PRODUCTIVITY IMPROVEMENT THROUGH 5s**

Schedule of Activities

DAY	ACTIVITY	PARTICIPANTS
Day 1- 01 July 2015	Seminar on Quality Management based on ISO 001:2008	All DOST V Regular Employees New Job Order Personnel (Please See Attached List of Participants)
Day 2- 02 July 2015	Seminar on Productivity Improvement through 5s	All DOST V Regular Employees New Job Order Personnel
Day 3- 03 July 2015	Practical Application of 5s at Designated Offices	Regional Office & PSTC Albay- All Regular Employees and New Job Order Personnel
		PSTCs- to be scheduled by their respective PSTDs