



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

July 24, 2020

DIVISION MEMORANDUM

No. 110, s. 2020

**SDO PERSONNEL REORIENTATION ON ISO 9001: 2015
QUALITY MANAGEMENT SYSTEM (QMS)**

**To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Process Owners
All Concerned**

1. In line with SDO Tuguegarao City's commitment to customer satisfaction and continual improvement, a reorientation on ISO 9001:2015 Quality Management System (QMS) for SDO personnel/process owners will be conducted on August 4-5, 2020, 8:00 AM-5:00 PM at the Taj Hotel, Tuguegarao City, Cagayan.
2. The activity has these objectives:
 - a. To recall/review the ISO requirements and standards;
 - b. To evaluate the appropriateness and relevance of the current procedures/processes in relation to the requirements in addressing needs in the new normal; and,
 - c. To identify revisions needed to address risks and gaps in relation to the COVID-19 pandemic.
3. All identified process owners must bring with them the following:
 - a. Quality Objectives and Plans (QOPs);
 - b. Work Instructions (WIs) and Guidelines (GLs) (if any);
 - c. Risks and Opportunities Registers (RORs);
 - d. Corrective Action Requests (CARs)
 - e. Procedure Manuals (PMs)
 - f. (2) samples of Quality Records (QRs)
 - g. laptop; and,
 - h. extension cord.
4. Process owners are enjoined to work on their RORs and WIs to suit the new normal. Outputs will be discussed and presented on Day 2 of the activity.
5. All participants are directed to observe health and safety protocols by:
 - a. regular handwashing;



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- b. using of alcohol and/or hand sanitizer;
- c. practicing social/physical distancing; and,
- d. wearing of face masks at all times.

6. In-charge of activity logistics are the following:

Role/Responsibility	Person/s Responsible
Overall Program Management	Gina M. Durian
Program Management	Aileen C. Ibanez
Health and Safety	Dr. Cleofe Mary Jane D. Torres Leilani T. Mangabat Jiosen P. Callo
Documentation	Suzanne D. Palmera Ma. Angela Josephine S. Cacacho
Food and Venue	Flor Marie A. Turingan
Monitoring and Evaluation	Cheryl Anne F. Roque
Certificates and Attendance	Jane Marie D. Pagulayan
Program/Hosting	Eduardo M. Balubal

7. Attached are the matrix and list of participants for reference.

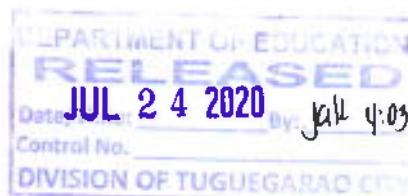
8. For information and compliance.

REYNANTE Z. CALIGUIRAN

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

Reference:

To be indicated in the Perpetual Index
Under the following subjects:
PROGRAM



OSDS/RZC



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SDO PERSONNEL REORIENTATION ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)

Venue: IBA

Date: August 4-5, 2020

<i>Time</i>	<i>Day 1</i>	<i>Day 2</i>
8:00-8:30	Preliminaries	Preliminaries
8:30-9:30	QMS Requirements and Principles <i>by: Christian Roy N. Melad</i>	Customer Satisfaction and Analysis <i>by: Christian Roy N. Melad</i>
9:30-10:30	Plan <ul style="list-style-type: none"> • Clauses/High Level Structure <i>by: Christian Roy N. Melad</i> 	Internal Audit and Evidence <i>by: Christian Roy N. Melad</i>
10:30-10:45	BREAK	BREAK
10:45-12:00	QMS Required Documents <i>by: Christian Roy N. Melad</i>	Review of WIs and RORs <i>by: Process Owners</i>
12:00-1:00	LUNCH	LUNCH
1:00-2:30	Do <ul style="list-style-type: none"> • Procedure Manuals • Control of Documented Information • Forms and Quality Records • Risk Assessment Procedure (<i>Addressing and Analyzing Risks</i>) • Change Management 	WIs and RORs Revision <i>by: Process Owners</i>



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	<i>by: Christian Roy N. Melad</i>	
2:30-2:45	BREAK	BREAK
2:45-3:45	<p>Check</p> <ul style="list-style-type: none"> • Quality Objective Monitoring • Correction, Root Cause, Corrective Action • Corrective Action Process, CAR Form (FM-QMO-018) • Completion and Verification of CARs <p><i>by: Christian Roy N. Melad</i></p>	<p>Presentation of Outputs <i>by: Process Owners</i></p>
3:45-4:30	<p>Act</p> <ul style="list-style-type: none"> • Management Review • Opportunities for Improvement <p><i>by: Christian Roy N. Melad</i></p>	Management Concerns
4:30-5:00	Open Forum/Wrap Up	Wrap Up/Closure

Prepared by:

AILEEN C. IBANEZ
 Preponent

Approved:

REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



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Attachment A: LIST OF PARTICIPANTS

	NAME	POSITION	SCHOOL / OFFICE
1	CALIGUIRAN, REYNANTE Z.	Schools Division Superintendent	OSDS
2	MAGGAY, JESUS B.	Assistant Schools Division Superintendent	OSDS
3	PALMERA, SUZANNE D.	Administrative Assistant III	OSDS
4	VINAGRERA, KARELLE KILGERINN D.	Administrative Aide VI	OSDS
5	BAD-ANG, ELAINE JOY H.	Administrative Aide VI	OSDS
6	BABARAN, JAYSON JOSEPH L.	Information Technology Officer I	OSDS
7	MARAMAG, JEREMY JONES B.	Attorney III	OSDS
8	DURIAN, VENTURA JR.	Administrative Officer V	OSDS
9	MARAMAG, MARY FLORE D.	Administrative Officer IV (HRMO II)	OSDS
10	PAGULAYAN, KARLA P.	Administrative Officer IV (Records)	OSDS
11	TURINGAN, FLOR MARIE A.	Administrative Officer IV (Supply)	OSDS
12	SANTOS, MAFLOWE G.	Administrative Officer IV (Cashier)	OSDS
13	TUNGCU, JOVY CLAIRE V.	Administrative Officer V	OSDS
14	CAMMAYO, MARIEL A.	Accountant III	OSDS



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15	DURIAN, GINA M.	Chief Education Program Supervisor	SGOD
16	CATULIN, EDWIN N.	Education Program Supervisor	SGOD
17	PAGULAYAN, JANE MARIE D.	Senior Education Program Specialist (HRDD)	SGOD
18	IBAÑEZ, AILEEN C.	Senior Education Program Specialist (M&E)	SGOD
19	BALUBAL, EDUARDO M.	Senior Education Program Specialist (SocMob)	SGOD
20	ABANA, GRACE B.	Senior Education Program Specialist (Planning & Research)	SGOD
21	PAGULAYAN, YOLANDA C.	Planning Officer III	SGOD
22	MANGULAD, RICHARD T.	Engineer III	SGOD
23	TORRES, CLEOPE MARY JANE D	Medical Officer III	SGOD
	CALLO, JOSE P.	Project Development Officer II (DRMM)	SGOD
24	CACACHO, MA ANGELA JOSEPHINE S.	Project Development Officer I (Youth Formation)	SGOD
25	CABARO, ESTELA S.	Chief Education Program Supervisor	CID



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26	ABRIGO, NOLI, JR. B.	Education Program Supervisor	CID
27	ADDURU, MYRNA G.	Education Program Supervisor	CID
28	ARELLANO, RONIE A.	Education Program Supervisor	CID
29	ASUNCION, VISSIA B.	Education Program Supervisor	CID
30	BACULINA, FROILAN JEPH C.	Education Program Specialist II (ALS)	CID
31	BALABBO, DAHLIA A.	Education Program Supervisor	CID
32	CASTAÑEDA, JESSICA T.	Education Program Supervisor	CID
33	CASTILLO, JUANA L.	Education Program Supervisor	CID
34	DELA CRUZ, ROSARIO B.	Education Program Supervisor	CID
35	GAMMAD, JOSEPHINE I.	Education Program Supervisor	CID
36	JAVIER, EMMA LOUISA O.	Education Program Supervisor	CID
37	PATTAGUAN, CORA	Education Program Supervisor	CID
38	TALAMAYAN, RANDALL A.	Education Program Supervisor	CID
39	DAQUIOAG, JOEL Q.	Public Schools District Supervisor	CID



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40	DOLDOLEA, DIANA M.	Public Schools District Supervisor	CID
41	LIGUTAN, VISITACION T.	Public Schools District Supervisor	CID
42	MELAD, MARIO T.	Public Schools District Supervisor	CID
43	QUIZZAGAN, ARNOLD T.	Public Schools District Supervisor	CID
44	TALAMAYAN, AIDA B.	Public Schools District Supervisor	CID
45	TUPPIL, CATALINA B.	Public Schools District Supervisor	CID
46	FUERTES, KRISTA LYNNE I.	Project Development Officer II (LRMDS)	CID
47	LAUGAN, PRINCES LOU	Administrative Aide VI	OSDS
48	ROQUE, CHERYL ANNE F.	Education Program Specialist (M&E)	SGOD
49	MANGABAT, LEILANI T.	Nurse II	SGOD
50	BONIFACIO, JENNIFER T.	Administrative Assistant III	OSDS

SUMMARY OF PARTICIPANTS

MALE : 17 FEMALE : 33 TOTAL : 50

Prepared by:

AILEEN C. IBANEZ
SEPS-8MME

Noted

KEYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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