



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



AUG 02 2018

**RELEASED**

DIVISION MEMORANDUM  
No. 302, s. 2018

**CAPABILITY BUILDING ON TOTAL QUALITY MANAGEMENT SYSTEMS AND PROCEDURES OF DEPED SCHOOLS DIVISION OFFICE – BAGUIO CITY**

To : Division Chiefs  
Administrative Officer V  
Schools Governance and Operations Division  
Curriculum Implementation Division  
Office of the Schools Division Superintendent  
Identified School Heads/Head Teachers  
All Others Concerned

1. DepEd Schools Division Office – Baguio City shall undergo training course on Total Quality Management (TQM) in its commitment to quality and customer satisfaction as well as its continuous improvement on the Quality Management System (QMS) based on requirements of ISO 9001:2015.
2. The QMS team shall initially undergo the following five (5) stages:

Date	Activity	Person/s In- Charge
August 13 (1 DAY) @ SDO Baguio Training Center	STAGE 1 Awareness and Foundation Course for ISO 9001:2015	<ul style="list-style-type: none"><li>• All SDO Personnel</li></ul>
August 14-17 (4 DAYS) @ DBP Training Center, Romulo Drive, BC	STAGE 2 Documentation System for ISO 9001:2015	<ul style="list-style-type: none"><li>• Overall Document Controller,</li><li>• Document controller from each section/unit of SDO-Baguio City</li></ul>
August 28-29 (2 DAYS) @ SDO Baguio Training Center	STAGE 3 Risk Assessment for QMS and Practice of Good Housekeeping	<ul style="list-style-type: none"><li>• All Heads of offices/units</li><li>• QMR Representatives</li><li>• Overall Document Controller</li><li>• All IQA Members,</li><li>• All process owners</li><li>• All Document Controllers from each Unit</li><li>• CIG members</li></ul>
September 5-8 (4 DAYS) @ SDO Baguio Training Center	STAGE 4 Internal Quality Audit	<ul style="list-style-type: none"><li>• 22 employees designated as members of Internal Quality Audit Team (IQA) include a number of <b>principals</b> to form part of the IQA Team</li></ul>



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September 19-21 (3 DAYS) @ SDO Baguio Training Center	<b>STAGE 5</b> Final Audit for ISO-Alignment	<ul style="list-style-type: none"> <li>• SDS, ASDS, SGOD Chief, CID Chief</li> <li>• AO</li> <li>• 22 employees designated as members of Internal Quality Audit Team (IQA) include a number of <b>principals</b> to form part of the IQA Team</li> </ul>
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3. The following **Document Controllers** shall have their training at **DBP Training Center**, Romulo Drive, Baguio City on **August 14-17, 2018**.


UNIT	PERSON-IN-CHARGE
Personnel	Rachelle Garcia Jowell Rey Orpilla
Records	Mary Nadelaine Bautista
Cash	Ma. Grace Tabas
Supply	Mark Cyrus Vallejo
General Services	John Baldino Arnold De Vera
SEF	Raquel Janelle Tigcangay Alma Gayob
ICT	Josef Oliveros Lester Libangen
Legal Services	Atty. Annette Doyaoen
Accounting	Khaju Luisa Fedcheck Berson Billy
Budget	Cristina Estigoy
Planning and Research	Jesse Lance Dawaton Arian Bangse-il
Education Facilities	Fray Aliswag Alexander Tumapang
Health and Nutrition	Jill Laban Wally Conge
DRRM	Elyzaldy Karim Javar
SMME	Jocelyn Coldeg
HRD	Asuncion Saguid
SocMob	Amil Flamiano
Admin. Asst. - SGOD	Airah Naron
Instructional Management	Armi Victoria Fiangaan
District Instructional Supervision	Brenda Awingan
LRMDS	Victor Fernandez
ALS	Juliet Piok



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4. Identified participants for Stages 3 – 5 shall be issued through SDO website advisory.
5. Immediate dissemination of this Memorandum is desired.



**FEDERICO P. MARTIN, EdD, CEEd, CESO V**