



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



23 2018

DIVISION MEMORANDUM
No. 351, s. 2018

**CAPABILITY BUILDING ON TOTAL QUALITY MANAGEMENT SYSTEMS AND
PROCEDURES OF DEPED SCHOOLS DIVISION OFFICE – BAGUIO CITY
(PHASES 3, 4 and 5)**

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 Total Quality Management – Phases 3, 4 and 5 on the following dates and venue.

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">• All Heads of offices/units/ All process owners• QMR Representatives• Overall Document Controller• All IQA Members,• All Document Controllers from each Unit• CIG members
September 5-8 (4 DAYS) @ SDO Baguio Training Center	STAGE 4 Internal Quality Audit	<ul style="list-style-type: none">• 21 employees designated as members of Internal Quality Audit Team (IQA) include a number of principals to form part of the IQA Team
September 19-21 (3 DAYS) @ SDO Baguio Training Center	STAGE 5 Final Audit for ISO-Alignment	<ul style="list-style-type: none">• SDS, ASDS, SGOD Chief, CID Chief• AO• 21 employees designated as members of Internal Quality Audit Team (IQA) include a number of principals to form part of the IQA Team

2. Participants in each phase are identified in the Division Memorandum No. 351, s. 2018 – “Quality Management System Organizational Structure of School Division Office – Baguio City.”



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3. Immediate dissemination of this Memorandum is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V

For the Schools Division Superintendent:

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal line at the end.

SORAYA T. FACULO, PhD
OIC- Asst. Schools Division Superintendent