



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



AUG 31 2018  
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DIVISION MEMORANDUM

No. 362, s. 2018

**Schedule of Submission of ISO 9001:2015 Forms and Other Guidelines**

To : **All Functional Division Chiefs**  
**Unit/Section Heads**  
**Document Controllers**  
**Overall Document Controller**

1. In compliance with the ISO 9001:2015, schedule of submission of required forms (in hard and soft copies) will be as follows:

FORMS	DEADLINE
Procedure Manual	September 3, 2018
Masterlist	September 10, 2018
Work Instructional Manual	September 10, 2018
List Of Quality Records	September 17, 2018
List Of Quality Forms	September 24, 2018
Third Level Forms	September 24, 2018
Job Descriptions	September 28, 2018
Risk And Opportunity Register	October 1, 2018
List Of Specimen	c/o ODC

2. To drop the soft copy of the final outputs, access the link through the right sidebar of [depedpines.com](http://depedpines.com). You must be signed in using your *deped@gmail* email account before dropping (drag and drop) the file. Only the FINAL outputs must be dropped to avoid file confusion. For the procedures of dropping file/s, refer to Enclosure No. 1 of this Memorandum.
3. Print two (2) copies for each output (1 for IQA and 1 for ODC). Submit the hard copies at Planning and Research Unit.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
 Schools Division Superintendent

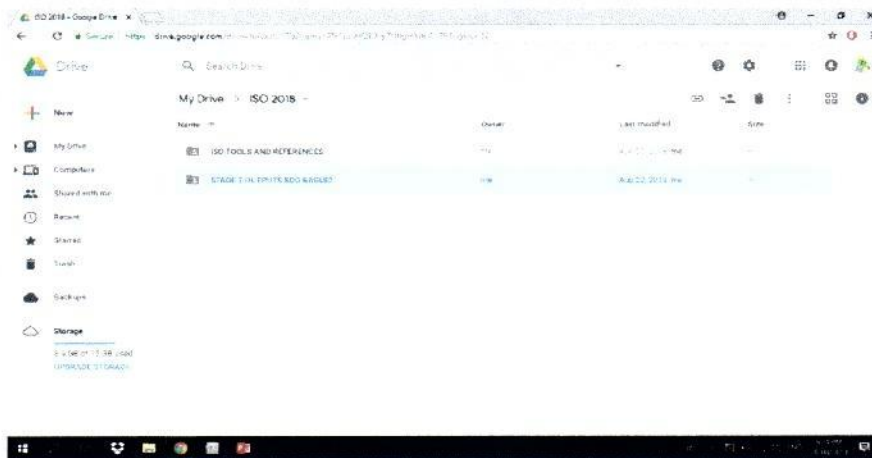
**SORAYA T. FACULO, Ph.D.**  
 Officer in Charge

Office of the Assistant Schools Division Superintendent.

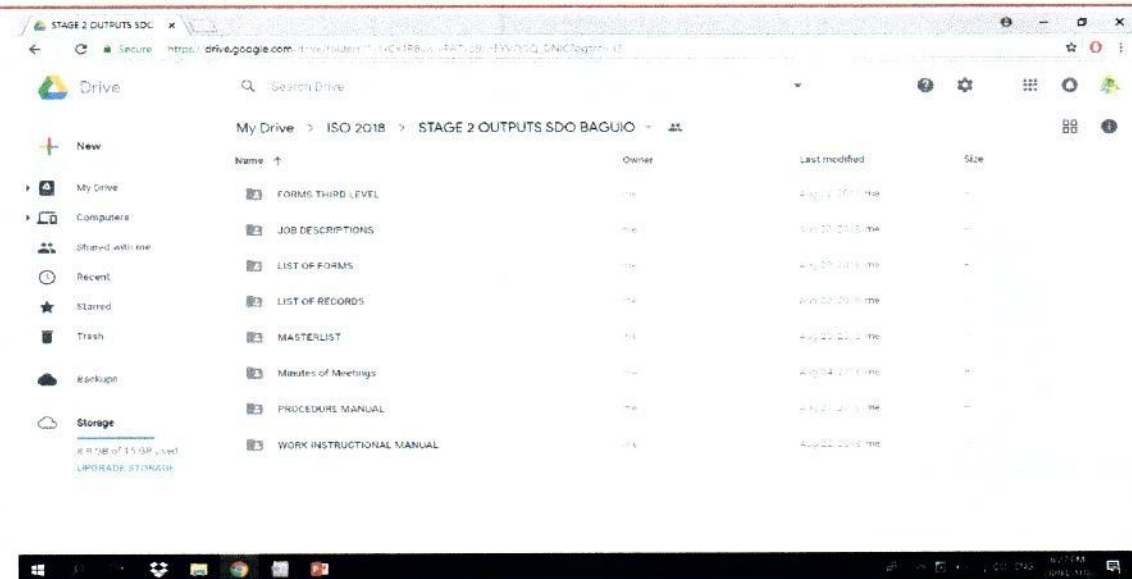
Enclosure No. 1 to Division Memorandum \_\_\_\_\_, s. 2018

## INSTRUCTIONS IN DROPPING OF FILE/S

1. Go to the link provided. Sign in to your deped/gmail account. Click STAGE 2 OUTPUTS SDO BAGUIO.



2. Click the desired folder for specific report



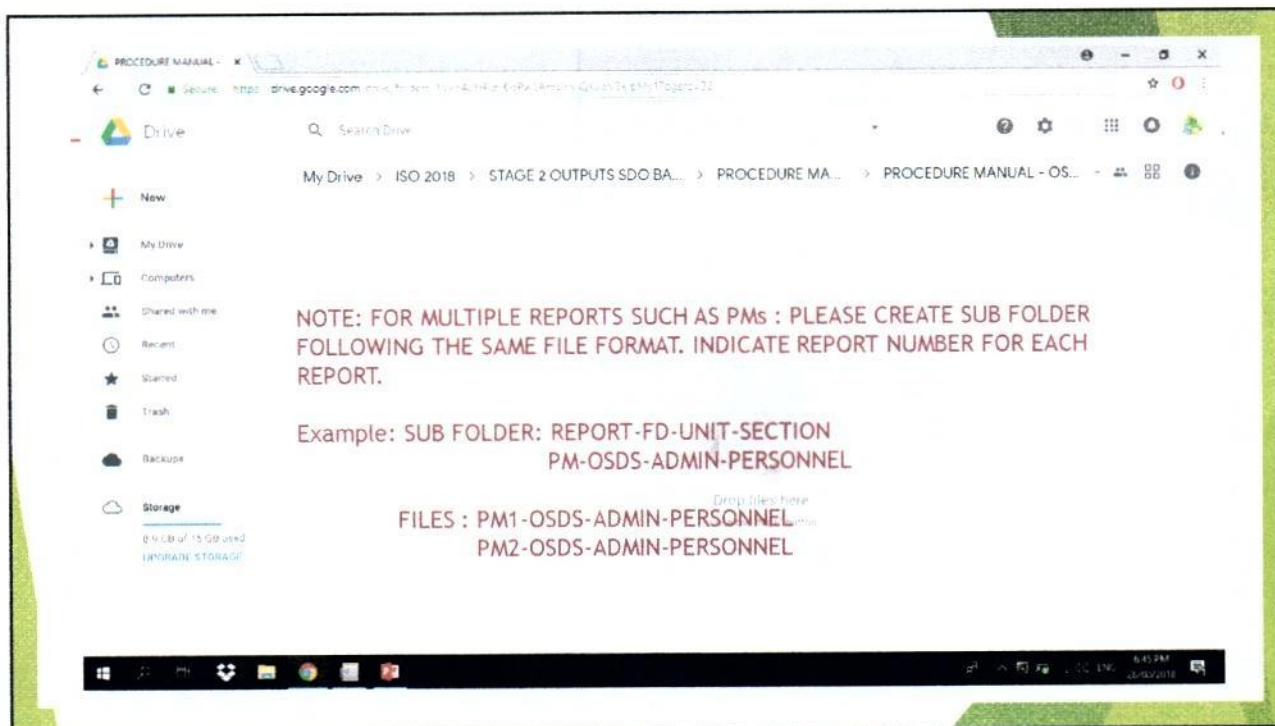
### 3. Click the desired folder for appropriate functional division.



### 4. Drag and drop file/s. File name format: REPORT-FD-UNIT-SECTION

MASTERLIST-OSDS-ADMIN-PERSONNEL





The screenshot shows a Google Drive interface with a breadcrumb trail: My Drive > ISO 2018 > STAGE 2 OUTPUTS SDO BA... > PROCEDURE MA... > PROCEDURE MANUAL - OS... The main content area contains the following text:

NOTE: FOR MULTIPLE REPORTS SUCH AS PMs : PLEASE CREATE SUB FOLDER FOLLOWING THE SAME FILE FORMAT. INDICATE REPORT NUMBER FOR EACH REPORT.

Example: SUB FOLDER: REPORT-FD-UNIT-SECTION  
PM-OSDS-ADMIN-PERSONNEL

FILES : PM1-OSDS-ADMIN-PERSONNEL  
PM2-OSDS-ADMIN-PERSONNEL

The interface also shows a left sidebar with navigation options like 'New', 'My Drive', 'Computers', 'Shared with me', 'Recent', 'Starred', 'Trash', 'Backups', and 'Storage' (0.4 GB of 15 GB used). The Windows taskbar is visible at the bottom.

**Document Controllers:**

**Please keep soft copies of  
your respective FORMS.**



*We can all do this!*  
**GOD BLESS SDO BAGUIO CITY!!!**