



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY

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September 04, 2018

MANAGEMENT REVIEW COMMITTEE MEETING

Office Memorandum

No. 16, S. 2018

To: Division Chiefs
MRC Members
All others concerned

1. With the commitment of the Division towards Total Quality Management, please be informed that there will be a meeting on **September 7, 2018** at 9:00 am at the **Division Conference Hall**.

2. Participants to the meeting are the following:

SDS, <i>Chairman</i>	1
Soraya T. Faculo, <i>Quality Management Representative</i>	1
Arthur Tiongson, <i>Lead Internal Quality Audit/ SGOD Chief</i>	1
Juliet Sannad, <i>CID Chief</i>	1
Reynalyn T. Padsayan, <i>Overall Document Controller</i>	1
Susana Aliping, <i>Housekeeping Chairman</i>	1
Sharon Castillo, <i>CIG Chairman</i>	1
Section/Unit Heads (<i>Admin. Finance, Legal, ICT</i>)	4
TOTAL	11

3. The agenda for the meeting will cover:

Agenda	Presenter
I. Assessment of Risk	Chiefs/Section Heads
	a. SGOD
	b. CID
	d. Administrative Unit
	e. Finance
	f. Legal
	g. ICT
II. a. Improvement Directions b. Process improvement Actions c. Resource Provision Action	SDS/ASDS
III. Status of PMs and WIMs	Division Chiefs

4. For compliance and immediate dissemination.

FEDERICO P. MARTIN, EdD, CESO V
Schools Division Superintendent Chiefs/Section Heads

OSDS/stf


SORAYA T. FACULO, Ph.D.
Officer in Charge
Office of the Assistant Schools Division Superintendent