



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



OFFICE MEMORANDUM  
No. Jg , s. 2018

### TOTAL QUALITY MANAGEMENT INTERFACE MEETING

To : Management Review Committee (MRC)  
CID Document Controllers  
Identified Unit Heads  
All Others Concerned

1. As a follow-up to what extent the Total Quality Management Stages 1, 2 and 3 has gone through, the collaboration of the different members of Management Review Committee based on the requirements of ISO 9001:2015 will have an Interface Meeting at the Mini-Conference on September 11, 2018, 8:00 – 5:00 p.m.

2. This meeting aims to ensure that all document controllers were able to prepare Quality Manual and other forms set by the Overall Document Controller. Further, an update will be strewn by Housekeeping Committee on the improvement of facilities through Risk Assessment. Finally, an interfacing among units will be directed by the SDS and Quality Management Representative (QMR).

3. The participants of this meeting are as follows:

Chairman	: Federico P. Martin, CEEd, EdD, CESO V
Quality Management Representative	: Soraya T. Faculo, PhD
Division Chiefs	: Arthur Tiongan Juliet Sannad, EdD Arthur Tiongan, SGOD Chief
Overall Document Controller	: Reynalyn T. Padsuyan, PhD
CID Document Controllers	: Armi Victoria Fiangaan Lourdes Lomas-e, EdD
Housekeeping Chairman	: Susana Aliping
Housekeeping Vice Chairman	: Jennifer Polido
CIG Chairman	: Sharon Christianie Castillo
Unit Heads	: Admin.(Roberto Gonzales & Jowellrey Orphilla) Accounting (Leslie Tonyopen) Budget (Christy Estigoy) Legal & BAC (Atty. Annette Doyaoen) Records (Jean Orpilla) ICT (Harris Dizon)



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#### 4. Training Matrix

<b>Time</b>	<b>Activity</b>	<b>Focal Person</b>
8:00 – 8:15 am	Prayer, Roll Call	SMME
8:15 – 10:00 am	ODC Updates	May Ann Aglit
10:00 – 12:00 nn	General Housekeeping Reports of Findings	Susana Aliping
12:00 – 1:00 pm	Lunch break	
1:00 – 4:00 pm	Unit Heads Interfacing	SDS, QMR
4:00 – 5:00 pm	Recommendations	

3. Immediate dissemination of this Memorandum is desired.

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