



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



OFFICE MEMORANDUM
No. 420, s. 2018

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TOTAL QUALITY MANAGEMENT RUN-THROUGH OF STAGES 1, 2 and 3

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 24, 2018, 8:00 – 12:00 nn.

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, CEd, 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, Legal & BAC	: Atty. Annette Doyaoen
CIG Chairman	: Sharon Christianie Castillo
Unit Heads	: Admin.(Roberto Gonzales& Christorey Simangen, Beverly Bosaing, Rachele Tigangay) : SocMob (Elaine Cabuag) : HRD (Jovelyn Petra Balantin) : Accounting (Lilibeth Degsi) : Budget (Belen Tomin) : Supply (Sophia Bermudez) : ICT (Harris Dizon)
Secretary	: Alejandro Ferry



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4. Training Matrix

Time	Activity	Focal Person
8:00 – 8:15 am	Prayer, Roll Call	SMME
8:15 – 8:45 am	Updates on the Interface Meeting Agreements	Alejandro Ferry
8:45 – 10:30 am	ODC Updates	Unit Heads (Payroll, Leaves, SEF, HRD, SocMob, Budget)
10:30 – 11:30 am	General Housekeeping Reports of Findings	Atty. Annette Doyaoen
11:30 – 12:00 nn	Recommendations	SDS, QMR

3. Immediate dissemination of this Memorandum is desired.

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