



NOV 29 2018

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



DIVISION MEMORANDUM
No. 575, s. 2018

**TOTAL QUALITY MANAGEMENT GAP ANALYSIS/ PRE-ADEQUACY AUDIT
(STAGE 5) OF SCHOOLS DIVISION OFFICE – BAGUIO CITY**

To : Management Review Committee
Unit and Section Heads
Document Controllers
Internal Quality Audit (IQA) Team Leaders
All Others Concerned-

1. This is to inform the field that SDO Proper shall have the final stage on the Total Quality Management Gap Analysis at SDO Training/Conference Hall on December 5-7, 2018. The main participants and schedule of external auditing are as follows:

A. Main Participants

a. Management Review Committee (MRC)

MRC Chairman : Federico P. Martin, CEd, EdD, CESO V
Quality Management Representative (QMR) : Soraya T. Faculo, PhD
QMR Deputy : Jerry C. Ymson
Division Chiefs : Arthur Tiongan
Juliet Sannad, EdD
Administrative Officer : Roberto Gonzales
Lead Internal Quality Audit : Arthur Tiongan, SGOD Chief
Overall Document Controller : Reynalyn T. Padsuyan, PhD
Housekeeping Chairman : Atty. Annette Doyaoen
Continuous Improvement Group Chairman: Sharon Christianie R. Castillo, EdD

b. Unit and Section Heads

Jovelyn Balantin	Annette Doyaoen
Elaine Cabuag	Belen Tomin
Sharon Castillo	Lilibeth Degsi
Reynalyn Padsuyan	Jean Orpilla
Jennifer Polido	Sofia Bermudez
Jocelyn de Jesus	Louillela Moncada
Harris Dizon	Herminia Canlas

c. IQA Team Leaders

Nickcarter Gonzalo
Elaine Cabuag
Jovelyn Balantin



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d. Document Controllers

UNIT	PERSON-IN-CHARGE
Administrative Office	Harris Sandhu
Personnel	Payroll – Lorraine Lomas-e Appointment - Jowell Rey Orpilla Leaves- Rachelle Garcia Beverly Bosaing
Records	Mary Nadelaine Bautista
Cash	Grace Tabas
Supply	Pear Quero
General Services	Roberto Catap Arnold De Vera
SEF	Raquel Janelle Tigcangay Alma Gayob Maria Milagros Galera
ICT	Josef Oliveros Lester Libangen
Legal Services	Atty. Annette Doyaoen
Accounting	Khaju Luisa Fedcheck and Berson Billy
Budget	Cristina Estigoy
SGOD EPS	Renaldo Umayat
Planning and Research	Jesse Lance Dawaton Arian Bangse-il
Education Facilities	Fray Aliswag Paul Lomas-e
Health and Nutrition	Edda Grace De Vera Wally Conge
SMME	Jocelyn Coldeg
HRD	Asuncion Saguid
SocMob and DRRM	Amil Flamiano, Karim Elyzalde
PDO (Youth Formation)	Jimmy Santos Samuel Bab-anga
SGOD Chief Admin. Asst.	Airah Naron
CID Chief Admin Asst.	Djazelle Dacay
ASDS Admin. Asst.	Elvira Salisa
SDS Admin. Asst.	Mildred Escobar Erlena Trinidad
Instructional Management	Armi Victoria Fiangaan
District Instructional Supervision	Lourdes Lomas-e
LRMDS	Victor Fernandez, Christopher David Oliva
ALS	Juliet Piok



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B. Schedule of Activities

December 5, 2018 (Day 1) at Mini-Conference Hall

9am to 10pm

Opening meeting with MRC, Unit Heads, All Document Controllers, IQA Lead Auditor and Team Leaders

10am to 11am

Auditing to MRC and QMR

11am to 12nn

Auditing to Overall Document Controllers

1pm to 2pm

Auditing to IQA Lead Auditor

2pm to 5pm

Auditing to all units under OSDS Group

December 6, 2018 (Day 2)

9am to 12nn

Auditing to all units under SGOD

1pm to 4pm

Auditing to the functional division of CID

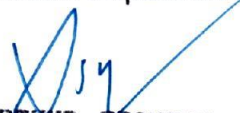
December 7, 2018 (Day 3) at SDO Training Center

9am to 12nn

Closing meeting with MRC, Unit Heads, All Document Controllers, IQA Lead Auditor and Team Leaders

2. Immediate dissemination of this Memorandum is desired.

FEDERICO P. MARTIN, EdD, CEeD, CESO V
Schools Division Superintendent


ARTHUR TIONG
Chief Education Supervisor
School Governance and Operations Div.