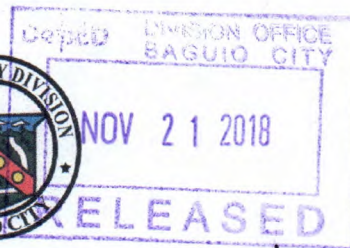




Republic of the Philippines  
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DIVISION MEMORANDUM

No. 558, s. 2018

**ISO Forms Status of Submission and Coding**

**To: All Unit/Section Heads  
Document Controllers**

1. In compliance with ISO 9001:2015, the following documents have been required for submission: Masterlist, Procedure Manual, Work Instructional Manual, List of Quality Records, List of Quality Forms, Third Level Forms, Job Descriptions, and Risk and Opportunity Register.
2. Due to time constraints and ongoing review of some processes, coding shall be done per process owner. Please refer to Enclosure No. 1 of this Memorandum for the guidelines in coding.
3. All ISO forms will be due on **November 23, 2018** (Friday) to complete the Corporate Manual. Documents will be submitted in soft copies through flash drive.
4. Immediate and wide dissemination of this memorandum to all concerned is required.

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



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Enclosure No. 1 to Division Memorandum No. 558, s. 2018

| OSDS                  |                               |  |   |   |  |  |  |   |
|-----------------------|-------------------------------|--|---|---|--|--|--|---|
| Unit/<br>Section      | Masterlist<br>(Copy as coded) | Procedure Manual<br>(For coding by the Process<br>Owner) | Work Instruction Manual<br>(For coding by the Process<br>Owner) | List of Quality<br>Records<br>(Copy as coded) | List of Quality Forms<br>(Copy as coded) | Third Level Form<br>(For coding by the Process<br>Owner) | Job Descriptions<br>(For coding by the Process<br>Owner) | Risk and Opportunity<br>Register<br>(Copy as coded) |
| Office of<br>the SDS  | ML-OSDS-OSDS-001              | PM-OSDS-OSDS-001 to 0xx                                  | WIM-OSDS-OSDS-001 to 0xx  | LQR-OSDS-OSDS-001                             | LQF-OSDS-OSDS-001                        | TLF-OSDS-OSDS-001 to 0xx                                 | JD-OSDS-OSDS-001 to 0xx                                  | ROR-OSDS-OSDS-001                                   |
| BAC                   | ML-OSDS-BAC-002               | PM-OSDS-BAC-001 to 0xx                                   | WIM-OSDS-BAC-001 to 0xx   | LQR-OSDS-BAC-002                              | LQF-OSDS-BAC-002                         | TLF-OSDS-BAC-001 to 0xx                                  | JD-OSDS-BAC-001 to 0xx                                   | ROR-OSDS-BAC-002                                    |
| Office of<br>the ASDS | ML-OSDS-OASDS-003             | PM-OSDS-OASDS-001 to 0xx                                 | WIM-OSDS-OASDS-001 to 0xx                                       | LQR-OSDS-OASDS-003                            | LQF-OSDS-OASDS-003                       | TLF-OSDS-OASDS-001 to 0xx                                | JD-OSDS-OASDS-001 to 0xx                                 | ROR-OSDS-OASDS-003                                  |
| Admin                 | ML-OSDS-ADMIN-ADMIN-004       | PM-OSDS-ADMIN-ADMIN-001 to 0xx                           | WIM-OSDS-ADMIN-ADMIN-001 to 0xx                                 | LQR-OSDS-ADMIN-ADMIN-004                      | LQF-OSDS-ADMIN-ADMIN-004                 | TLF-OSDS-ADMIN-ADMIN-001 to 0xx                          | JD-OSDS-ADMIN-ADMIN-001 to 0xx                           | ROR-OSDS-ADMIN-ADMIN-004                            |
| Personnel             | ML-OSDS-ADMIN-PERSONNEL-005   | PM-OSDS-ADMIN-PERSONNEL-001 to 0xx                       | WIM-OSDS-ADMIN-PERSONNEL-001 to 0xx                             | LQR-OSDS-ADMIN-PERSONNEL-005                  | LQF-OSDS-ADMIN-PERSONNEL-005             | TLF-OSDS-ADMIN-PERSONNEL-001 to 0xx                      | JD-OSDS-ADMIN-PERSONNEL-001 to 0xx                       | ROR-OSDS-ADMIN-PERSONNEL-005                        |
| SEF                   | ML-OSDS-ADMIN-SEF-006         | PM-OSDS-ADMIN-SEF-001 to 0xx                             | WIM-OSDS-ADMIN-SEF-001 to 0xx                                   | LQR-OSDS-ADMIN-SEF-006                        | LQF-OSDS-ADMIN-SEF-006                   | TLF-OSDS-ADMIN-SEF-001 to 0xx                            | JD-OSDS-ADMIN-SEF-001 to 0xx                             | ROR-OSDS-ADMIN-SEF-006                              |
| Cash                  | ML-OSDS-ADMIN-CASH-007        | PM-OSDS-ADMIN-CASH-001 to 0xx                            | WIM-OSDS-ADMIN-CASH-001 to 0xx                                  | LQR-OSDS-ADMIN-CASH-007                       | LQF-OSDS-ADMIN-CASH-007                  | TLF-OSDS-ADMIN-CASH-001 to 0xx                           | JD-OSDS-ADMIN-CASH-001 to 0xx                            | ROR-OSDS-ADMIN-CASH-007                             |
| Records               | ML-OSDS-ADMIN-RECORDS-008     | PM-OSDS-ADMIN-RECORDS-001 to 0xx                         | WIM-OSDS-ADMIN-RECORDS-001 to 0xx                               | LQR-OSDS-ADMIN-RECORDS-008                    | LQF-OSDS-ADMIN-RECORDS-008               | TLF-OSDS-ADMIN-RECORDS-001 to 0xx                        | JD-OSDS-ADMIN-RECORDS-001 to 0xx                         | ROR-OSDS-ADMIN-RECORDS-008                          |
| GS                    | ML-OSDS-ADMIN-GS-009          | PM-OSDS-ADMIN-GS-001 to 0xx                              | WIM-OSDS-ADMIN-GS-001 to 0xx                                    | LQR-OSDS-ADMIN-GS-009                         | LQF-OSDS-ADMIN-GS-009                    | TLF-OSDS-ADMIN-GS-001 to 0xx                             | JD-OSDS-ADMIN-GS-001 to 0xx                              | ROR-OSDS-ADMIN-GS-009                               |
| Supply                | ML-OSDS-ADMIN-SUPPLY-010      | PM-OSDS-ADMIN-SUPPLY-001 to 0xx                          | WIM-OSDS-ADMIN-SUPPLY-001 to 0xx                                | LQR-OSDS-ADMIN-SUPPLY-010                     | LQF-OSDS-ADMIN-SUPPLY-010                | TLF-OSDS-ADMIN-SUPPLY-001 to 0xx                         | JD-OSDS-ADMIN-SUPPLY-001 to 0xx                          | ROR-OSDS-ADMIN-SUPPLY-010                           |
| Budget                | ML-OSDS-BUDGET-011            | PM-OSDS-BUDGET-001 to 0xx                                | WIM-OSDS-BUDGET-001 to 0xx                                      | LQR-OSDS-BUDGET-011                           | LQF-OSDS-BUDGET-011                      | TLF-OSDS-BUDGET-001 to 0xx                               | JD-OSDS-BUDGET-001 to 0xx                                | ROR-OSDS-BUDGET-011                                 |
| LS                    | ML-OSDS-LS-012                | PM-OSDS-LS-001 to 0xx                                    | WIM-OSDS-LS-001 to 0xx  | LQR-OSDS-LS-012                               | LQF-OSDS-LS-012                          | TLF-OSDS-LS-001 to 0xx                                   | JD-OSDS-LS-001 to 0xx                                    | ROR-OSDS-LS-012                                     |
| ICTU                  | ML-OSDS-ICT-013               | PM-OSDS-ICT-001 to 0xx                                   | WIM-OSDS-ICT-001 to 0xx   | LQR-OSDS-ICT-013                              | LQF-OSDS-ICT-013                         | TLF-OSDS-ICT-001 to 0xx                                  | JD-OSDS-ICT-001 to 0xx                                   | ROR-OSDS-ICT-013                                    |
| ACCTG                 | ML-OSDS-ACCTG-014             | PM-OSDS-ACCTG-001 to 0xx                                 | WIM-OSDS-ACCTG-001 to 0xx                                       | LQR-OSDS-ACCTG-014                            | LQF-OSDS-ACCTG-014                       | TLF-OSDS-ACCTG-001 to 0xx                                | JD-OSDS-ACCTG-001 to 0xx                                 | ROR-OSDS-ACCTG-014                                  |



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| CID            |                     |                            |                             |                      |                      |                             |                            |                      |
|----------------|---------------------|----------------------------|-----------------------------|----------------------|----------------------|-----------------------------|----------------------------|----------------------|
| <b>OCES</b>    | ML-CID-OCES-015     | PM-CID-OCES-001 to 0xx     | WIM-CID-OCES-001 to 0xx     | LQR-CID-OCES-015     | LQF-CID-OCES-015     | TLF-CID-OCES-001 to 0xx     | JD-CID-OCES-001 to 0xx     | ROR-CID-OCES-015     |
| <b>PSDS</b>    | ML-CID-PSDS-016     | PM-CID-PSDS-001 to 0xx     | WIM-CID-PSDS-001 to 0xx     | LQR-CID-PSDS-016     | LQF-CID-PSDS-016     | TLF-CID-PSDS-001 to 0xx     | JD-CID-PSDS-001 to 0xx     | ROR-CID-PSDS-016     |
| <b>EPS</b>     | ML-CID-EPS-017      | PM-CID-EPS-001 to 0xx      | WIM-CID-EPS-001 to 0xx      | LQR-CID-EPS-017      | LQF-CID-EPS-017      | TLF-CID-EPS-001 to 0xx      | JD-CID-EPS-001 to 0xx      | ROR-CID-EPS-017      |
| <b>MEP</b>     | ML-CID-MEP-018      | PM-CID-MEP-001 to 0xx      | WIM-CID-MEP-001 to 0xx      | LQR-CID-MEP-018      | LQF-CID-MEP-018      | TLF-CID-MEP-001 to 0xx      | JD-CID-MEP-001 to 0xx      | ROR-CID-MEP-018      |
| <b>ALS</b>     | ML-CID-ALS-019      | PM-CID-ALS-001 to 0xx      | WIM-CID-ALS-001 to 0xx      | LQR-CID-ALS-019      | LQF-CID-ALS-019      | TLF-CID-ALS-001 to 0xx      | JD-CID-ALS-001 to 0xx      | ROR-CID-ALS-019      |
| <b>LRMDS</b>   | ML-CID-LRMDS-020    | PM-CID-LRMDS-001 to 0xx    | WIM-CID-LRMDS-001 to 0xx    | LQR-CID-LRMDS-020    | LQF-CID-LRMDS-020    | TLF-CID-LRMDS-001 to 0xx    | JD-CID-LRMDS-001 to 0xx    | ROR-CID-LRMDS-020    |
| SGOD           |                     |                            |                             |                      |                      |                             |                            |                      |
| <b>OCES</b>    | ML-SGOD-OCES-021    | PM-SGOD-OCES-001 to 0xx    | WIM-SGOD-OCES-001 to 0xx    | LQR-SGOD-OCES-021    | LQF-SGOD-OCES-021    | TLF-SGOD-OCES-001 to 0xx    | JD-SGOD-OCES-001 to 0xx    | ROR-SGOD-OCES-021    |
| <b>EPS</b>     | ML-SGOD-EPS-022     | PM-SGOD-EPS-001 to 0xx     | WIM-SGOD-EPS-001 to 0xx     | LQR-SGOD-EPS-022     | LQF-SGOD-EPS-022     | TLF-SGOD-EPS-001 to 0xx     | JD-SGOD-EPS-001 to 0xx     | ROR-SGOD-EPS-022     |
| <b>EF</b>      | ML-SGOD-EF-023      | PM-SGOD-EF-001 to 0xx      | WIM-SGOD-EF-001 to 0xx      | LQR-SGOD-EF-023      | LQF-SGOD-EF-023      | TLF-SGOD-EF-001 to 0xx      | JD-SGOD-EF-001 to 0xx      | ROR-SGOD-EF-023      |
| <b>SOCMOBN</b> | ML-SGOD-SOCMOBN-024 | PM-SGOD-SOCMOBN-001 to 0xx | WIM-SGOD-SOCMOBN-001 to 0xx | LQR-SGOD-SOCMOBN-024 | LQF-SGOD-SOCMOBN-024 | TLF-SGOD-SOCMOBN-001 to 0xx | JD-SGOD-SOCMOBN-001 to 0xx | ROR-SGOD-SOCMOBN-024 |
| <b>DRRM</b>    | ML-SGOD-DRRM-025    | PM-SGOD-DRRM-001 to 0xx    | WIM-SGOD-DRRM-001 to 0xx    | LQR-SGOD-DRRM-025    | LQF-SGOD-DRRM-025    | TLF-SGOD-DRRM-001 to 0xx    | JD-SGOD-DRRM-001 to 0xx    | ROR-SGOD-DRRM-025    |
| <b>HRD</b>     | ML-SGOD-HRD-026     | PM-SGOD-HRD-001 to 0xx     | WIM-SGOD-HRD-001 to 0xx     | LQR-SGOD-HRD-026     | LQF-SGOD-HRD-026     | TLF-SGOD-HRD-001 to 0xx     | JD-SGOD-HRD-001 to 0xx     | ROR-SGOD-HRD-026     |
| <b>SMME</b>    | ML-SGOD-SMME-027    | PM-SGOD-SMME-001 to 0xx    | WIM-SGOD-SMME-001 to 0xx    | LQR-SGOD-SMME-027    | LQF-SGOD-SMME-027    | TLF-SGOD-SMME-001 to 0xx    | JD-SGOD-SMME-001 to 0xx    | ROR-SGOD-SMME-027    |
| <b>PR</b>      | ML-SGOD-PR-028      | PM-SGOD-PR-001 to 0xx      | WIM-SGOD-PR-001 to 0xx      | LQR-SGOD-PR-028      | LQF-SGOD-PR-028      | TLF-SGOD-PR-001 to 0xx      | JD-SGOD-PR-001 to 0xx      | ROR-SGOD-PR-028      |
| <b>MEDICAL</b> | ML-SGOD-MEDICAL-029 | PM-SGOD-MEDICAL-001 to 0xx | WIM-SGOD-MEDICAL-001 to 0xx | LQR-SGOD-MEDICAL-029 | LQF-SGOD-MEDICAL-029 | TLF-SGOD-MEDICAL-001 to 0xx | JD-SGOD-MEDICAL-001 to 0xx | ROR-SGOD-MEDICAL-029 |
| <b>DENTAL</b>  | ML-SGOD-DENTAL-030  | PM-SGOD-DENTAL-001 to 0xx  | WIM-SGOD-DENTAL-001 to 0xx  | LQR-SGOD-DENTAL-030  | LQF-SGOD-DENTAL-030  | TLF-SGOD-DENTAL-001 to 0xx  | JD-SGOD-DENTAL-001 to 0xx  | ROR-SGOD-DENTAL-030  |
| <b>YF</b>      | ML-SGOD-YF-031      | PM-SGOD-YF-001 to 0xx      | WIM-SGOD-YF-001 to 0xx      | LQR-SGOD-YF-031      | LQF-SGOD-YF-031      | TLF-SGOD-YF-001 to 0xx      | JD-SGOD-YF-001 to 0xx      | ROR-SGOD-YF-031      |



Masterlist

|  |   |   |  |
|--|---|---|--|
|  | <b>General Quality Form</b>   |   | Document Code: ML-SGOD-PRU-028<br>Revision: 00<br>Effectivity date: 08-20-2018 |
|  | <b>CONTROLLED DOCUMENT MASTERLIST</b>   |   | Name of Office:<br><b>SDO – BAGUIO CITY</b>                                    |
| Prepared by:<br><b>REYNALYN T. PADSOYAN</b><br>Overall Document Controller | Recommended for approval:<br><b>SORAYA T. FACULO, PhD</b><br>OIC – Asst. Schools Division Superintendent<br>Quality Management Representative | Approved by:<br><b>FEDERICO P. MARTIN, EdD, CEEd, CESO V</b><br>Schools Division Superintendent |  |

OFFICE/UNIT: **SGOD-PR**  
 ISSUED BY: **OLIVA O. GOMEZ/ARIAN C. BANGSE-IL**

| ISSUED DOCUMENT |   |              |                  | RECALLED DOCUMENT |              |                  |           |
|-----------------|---|--------------|------------------|-------------------|--------------|------------------|-----------|
| Document Code   | Document Title<br>(Procedure Manual/Work Instruction Manual)                                  | Revision No. | Effectivity Date | Page Nos.         | Revision No. | Effectivity Date | Page Nos. |
| PM-SGOD-PR-001  | Consolidating School Form 4 : Monthly Learner's Movement and Attendance and School Age Report | 0            | 08-20-2018       |                   |              |                  |           |
| PM-SGOD-PR-002  | Providing Learner Information System (LIS) Technical Assistance                               | 0            | 08-20-2018       |                   |              |                  |           |
| WIM-SGOD-PR-001 | Preparation of Activity Design and other Attachments  | 0            | 08-20-2018       |                   |              |                  |           |
| WIM-SGOD-PR-002 | Preparation of Activity Request (AR)/ Authority to Conduct (ATC)                              | 0            | 08-20-2018       |                   |              |                  |           |

Procedure Manual

|  |   |   |   |
|--|---|---|---|
|  | <b>Procedure Manual for QMS and ISO 9001:2015</b>   |   | Document Code: PM-SGOD-PR-001<br>Revision: 00<br>Effectivity date: 08-20-2018                   |
|  | <b>PROCESS TITLE: Consolidating School Form 4 : Monthly Learner's Movement and Attendance and School Age Report</b> |   | Name of Office:<br><b>SGOD-Planning and Research Section</b>                                    |
| Prepared by:<br><b>ARIAN C. BANGSE-IL</b><br>Document Controller | Reviewed by:<br><b>ARTHUR TIONGAN</b><br>SGOD Chief<br>Head of Office   | Recommended for approval:<br><b>SORAYA T. FACULO, PhD</b><br>OIC-Assistant Schools Division Superintendent<br>Quality Management Representative | Approved by:<br><b>FEDERICO P. MARTIN, EdD, CEEd, CESO V</b><br>Schools Division Superintendent |

Objective: Consolidate the School Form 4: Monthly Learner's Movement and Attendance and School Age Report to be used as input to other reports of the Division

Scope: This process includes monthly consolidation of SF 4 or the Monthly Learner's Movement and Attendance, and School Age of Public and Private Schools in the Division

Work Instruction Manual

|  |   |   |   |
|--|---|---|---|
|  | <b>Work Instruction Manual</b>  |   | Document Code: WIM-SGOD-PR-001<br>Revision: 00<br>Effectivity date: 08-20-2018                  |
|  | <b>Preparation of Activity Design and other Attachments</b>           |   | Name of Office:<br><b>SGOD – PR</b>   |
| Prepared by:<br><b>OLIVA O. GOMEZ</b><br>Document Controller | Reviewed by:<br><b>ARTHUR TIONGAN</b><br>SGOD Chief<br>Head of Office | Recommended for approval:<br><b>SORAYA T. FACULO, PhD</b><br>OIC - Asst. Schools Division Superintendent<br>Quality Management Representative | Approved by:<br><b>FEDERICO P. MARTIN, EdD, CEEd, CESO V</b><br>Schools Division Superintendent |

|            |          |           |           |
|------------|----------|-----------|-----------|
| Activities | Timeline | Form Used | Reference |
|------------|----------|-----------|-----------|



List of Quality Records

|  |   |   |  |  |
|--|---|---|--|--|
|  | <b>General Quality Form</b>   |   |  | Document Code: LQR-SGOD-PR-028<br>Revision: 00<br>Effectivity date: 08-20-2018 |
|  | <b>LIST OF QUALITY RECORDS</b>  |   |  | Name of Office:<br><b>SDO – BAGUIO CITY</b>                                    |
| Prepared by:<br><br><b>REYNALYN T. PADSOYAN</b><br>Overall Document Controller | Recommended for approval:<br><br><b>SORAYA T. FACULO, PhD</b><br>OIC - Asst. Schools Division Superintendent<br>Quality Management Representative | Approved by:<br><br><b>FEDERICO P. MARTIN, EdD, CEEd, CESO V</b><br>Schools Division Superintendent |  |  |

List of Quality Forms

|  |   |   |  |  |
|--|---|---|--|--|
|  | <b>General Quality Form</b>   |   |  | Document Code: LQF-SGOD-PR-028<br>Revision: 00<br>Effectivity date: 08-20-2018 |
|  | <b>LIST OF QUALITY FORMS</b>  |   |  | Name of Office:<br><b>SGOD-PR</b>  |
| Prepared by:<br><br><b>REYNALYN T. PADSOYAN</b><br>Overall Document Controller | Recommended for approval:<br><br><b>SORAYA T. FACULO, PhD</b><br>OIC - Asst. Schools Division Superintendent<br>Quality Management Representative | Approved by:<br><br><b>FEDERICO P. MARTIN, EdD, CEEd, CESO V</b><br>Schools Division Superintendent |  |  |

| LATEST QUALITY FORMS |   | Revision No. | Effectivity Date | SUPERSEDED FORM/S |       | Revision No. | Effectivity Date |
|----------------------|---|--------------|------------------|-------------------|-------|--------------|------------------|
| Document Code        | Title   |              |                  | Document Code     | Title |              |                  |
| TLF-SGOD-PR-001      | School Form 4 : Monthly Learner Movements and Attendance for Elementary and Junior High Schools |              |                  |                   |       |              |                  |
| TLF-SGOD-PR-002      | School Form 4 : Monthly Learner Movements and Attendance for Senior High Schools                |              |                  |                   |       |              |                  |
| TLF-SGOD-PR-003      | School Age Report for Elementary  |              |                  |                   |       |              |                  |

Third Level Forms

|  |   |  |  |  |
|--|---|--|--|--|
|  | <b>Quality Form</b>   |  |  | Document Code: TLF-SGOD-PR-001<br>Revision: 00<br>Effectivity date: 08-20-2018 |
|  | School Form 4: Monthly Learner Movements and Attendance for Senior High Schools |  |  | Name of Office:<br><b>SGOD-PR</b>  |



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Job Descriptions

|  |   |   |   |   |
|--|---|---|---|---|
|  | <b>General Quality Form</b>   |   |   | Document Code: JD-SGOD-PR-001<br>Revision: 00<br>Effectivity date: 08-20-2018 |
|  | <b>JOB DESCRIPTION AND SPECIFICATION</b>                              |   |   | Name of Office:<br><b>SGOD-PR</b>   |
| Prepared by:<br><b>ARIAN C. BANGSE-IL</b><br>Document Controller | Reviewed by:<br><b>ARTHUR TIONGAN</b><br>SGOD Chief<br>Head of Office | Recommended for approval:<br><b>SORAYA T. FACULO, PhD</b><br>OIC - Asst. Schools Division Superintendent<br>Quality Management Representative | Approved by:<br><b>FEDERICO P. MARTIN, EdD, CEEd, CESO V</b><br>Schools Division Superintendent |   |

Risk and Opportunity Register

|  |   |   |   |  |
|--|---|---|---|--|
|  | <b>QMS and ISO 9001:2015</b>                            |   |   | Document Code: ROR-SGOD-PR-028<br>Revision: 00<br>Effectivity date: 08-20-2018 |
|  | <b>RISK REGISTER AND OPPORTUNITY REGISTER</b>           |   |   | Name of Unit:<br><b>SGOD-PR</b>  |
| Prepared by:<br><b>ARIAN C. BANGSE-IL</b><br>Document Controller | Reviewed by:<br><b>ARTHUR TIONGAN</b><br>Head of Office | Recommended for approval:<br><b>SORAYA T. FACULO, PhD</b><br>Asst. Schools Division Superintendent<br>Quality Management Representative | Approved by:<br><b>FEDERICO P. MARTIN, EdD, CEEd, CESO V</b><br>Schools Division Superintendent |  |