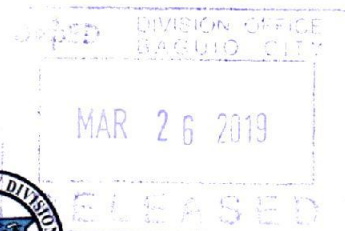




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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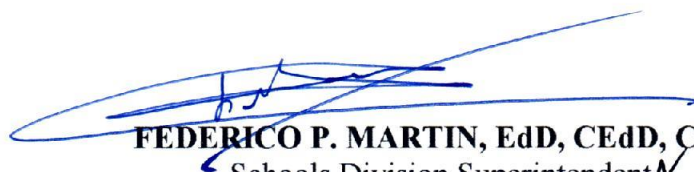
OFFICE MEMORANDUM

No. 165, s. 2019

TOTAL QUALITY MANUAL REVISION AND FINALIZATION

To: **ALL SGOD Document Controllers**
CID Document Controllers
OSDS Document Controllers
All Unit Heads
All Others Concerned

1. In ensuring the quality, consistency and efficiency of the Division's ISO Quality Manual, all document controllers are requested to go through the printed Quality forms, Procedure Manuals (PM), Work Instructional Manuals (WIM), Quality Records, Third Level Forms, Job Descriptions and Risk and Opportunity Registers to check for corrections and revisions.
2. Revisions will be directly incorporated to the printed Quality Manual through replacing the printed sheet on the folder. Soft copies on the other hand must be submitted to the Assistant Overall Document Controllers thru flash drive (no e-mail submission in order to preserve formatting) on or before April 5, 2019.
3. In addition, there will be a meeting for all ISO Document Controllers and Unit Heads on April 15, 2019 at 9:00 AM at the Division Training Center.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.


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