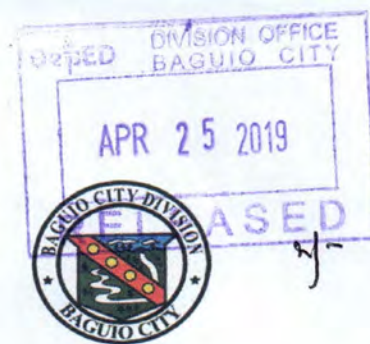




Republic of the Philippines
Cordillera Administrative Region
DEPARTMENT OF EDUCATION
DIVISION OF BAGUIO
#82 Military Cut-off, Baguio City



DIVISION MEMORANDUM
No. 188, s. 2018

DIVISION PRE-ASSESSMENT ACTIVITY: ISO 9001: 2015 CERTIFICATION

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

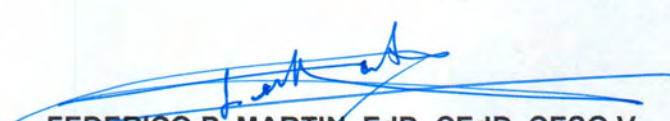
1. In preparation for the **ISO Certification of SDO-Baguio City** by GEEV CERTIFICATION SOLUTIONZ for the CY 2019. This is to inform the field that SDO Proper shall have the Pre-assessment activity. All concerned are to adhere and comply with the following schedule of activities:

2. Schedule of Activities

Date	Time	Activity	Person Involved
April 25- May 3	8:00 AM- 5:00 PM	Total Housekeeping, 5S's	All CID, SGOD, OSDS offices, facilities, equipment
April 26	9:00	Post conference	All IQA Brendalee Awingan- (Lead IQA) Marina Tabangcura Jerry Ymson Marilyn Apiit Leonard Dawaton Elaine Cabuag Jovelyn Balantin Cynthia Cadawan Jennifer Polido Lilibeth Degsi Belen Tomin Whitney Dawayen Mary Jane Malihod Nancy Dumalili Dexter Andres Nickcarter Gonzalo Melody Flores Helen Acop Nixon Elahe Rosibeel Marzo Esther Gallotan
April 26		Housekeeping findings and recommendations report	Housekeeping Chairman, Members Atty. Annette Doyaoen Leticia Hidalgo Fernando Eleponga Rufina Suanding Leonard Dawaton Louella Moncada

April 29	10:00 AM	Last submission of all updated PM's and WIM's to ODC	All Document Controllers and ODC
April 29		Review of all submitted documents	ODC & OIC ASDS/MTC
May 6		Approval of all documents	SDS
May 7 to 9		Pre-assessment	Certifying Body

3. Immediate dissemination to all concerned is desired, please be guided accordingly.


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