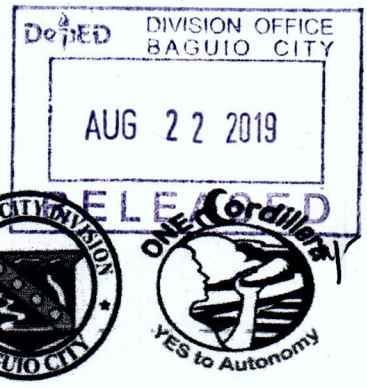




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-off Road, Baguio City



August 22, 2019
Office Memorandum No. 009, S. 2019

QUALITY MANAGEMENT SYSTEM WORKSHOP FOR STAGE 2 CERTIFICATION

TO: Chiefs
Unit Heads

1. Relative to the requirements for ISO 9001:2015 Stage 2 certification, a workshop will be held on August 23, 8:30 AM at the Training Center.
2. The objectives and outputs are:
 - a. Review lacking requirements for stage 2
 - b. Develop the risk management plan
 - c. Prepare the audit program and audit plan
 - d. Revisit the documentation process
3. Participants in the workshop are the following. **All identified participants are required to attend.**

PARTICIPANTS	ISO DESIGNATION (as of July 3, 2019)	NO.
Arthur Tiongan & Juliet Sannad	Quality Mgmt Representatives	2
Nieves Ebanio	Quality Mgmt Representative Deputy	1
Jerry Ymson	Lead Risk Management	1
Sharon Castillo	Lead Continuous Improvement Group	1
Brendalee Awingan	Lead IQA	1
Reynalyn Padsoyan and Loida Mangangay	Over-all Document Controllers	2
CID, OSDS, SGOD Document Controllers	Document Controllers	62
Belen Tomin, Lilibeth Degsi, Harris Dizon, Annette Doyaoen	Unit Heads	2
SDS and ASDS	Advisers	2
TOTAL		74

4. Enclosed is the activity matrix (Enclosure 1).
5. For compliance.


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

Enclosure No.1 of Office Memorandum no. _____

TIME	ACTIVITY	RESPONSIBLE PERSON	OUTPUT
8:30-8:45	Statement of purpose	SDS Rico	Directions
8:45-10:30 <i>(Break-away groups)</i>	Group 1: Risk Management Planning Workshop	OIC-ASDS Soraya	Risk Management Plan and Risk Management Action Plan
	Group 2: Document Control Workshop	Reynalyn Padsoyan and Loida Mangangey	Filled-in Document Control Checklist
10: 30-11:15	IQA Updates	SDS Rico and Jovy Balantin	
11:15-11:45	Ways Forward	Juliet Sannad and Arthur Tiongan	Action Steps and timelines

osds/stf

RECEIVED and DISSEMINATED

OFFICE	CHIEF/UNIT HEAD and DATE
CID	
SGOD	
Administrative Unit	
Accounting Unit	
Budget Unit	
Legal Unit	
ICT Unit	