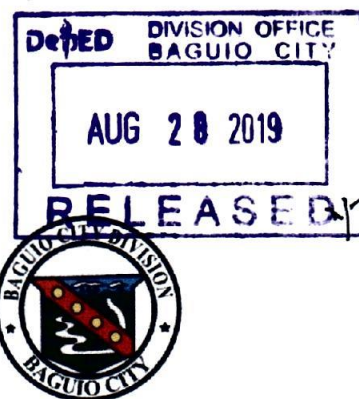




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
#82 Military Cut-off Road, Baguio City



OFFICE MEMORANDUM

ISO NEW ASSIGNMENTS AND SCHEDULE OF ACTIVITIES

To : All SDO Personnel

1. With the limited time to accomplish the suggestions and ISO requirements, there are personnel who are added in the list to join the workforce. (See Enclosure 1)
2. The Internal Quality Auditors, Risk Management and Continuous Improvement will have their meeting on Tuesday, 10:00 AM at the Conference Hall to plan and prepare the needed documents.
3. In addition to this, the Risk Management and Continual Improvement requirements should also be complied since in the audit report as of August 19, 2019, these requirements were not yet complied.
4. Deadline of submission of all the requirements will be on September 5, 2019 to give time for the MRC to review the documents.
5. The MRC will have their meeting on September 9, 2019
6. Immediate and wide dissemination of this memorandum is advised.

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

## **Management Review Committee:**

### A. Quality Management Representative

Schools Division Superintendent	Federico P. Martin
Assistant Schools Division Superintendent	Soraya T. Faculo
CID Chief	Juliet C. Sannad
SGOD Chief	Arthur Tiongan
QMR Deputy	Nieves Ebanio

### B. Overall Document Controller

EPS-LRMDS	Loida Mangangey
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## **9.2 INTERNAL AUDIT**

### A. Internal Quality Audit

<b>LEAD</b>	Juliet Sannad	
<b>Co-LEAD</b>	Arthur Tiongan	
<b>Auditor of the IQA:</b>	Brendalee Awingan	
	Reynalyn Padoyan	
	Annette Daoayen	
<b>OSDS</b>	<b>CID</b>	<b>SGOD</b>
<b>Team leaders:</b>		
- Nieves Ebanio	- Marina D. Tabangcura	- Jovelyn Balantin
<b>Members:</b>		
- Lilibeth Degsi	- Lolita Manzano	- Elaine Cabuag
- Belen Tomin	- Leticia Hidalgo	- Jimmy Santos
- Ma. Louella Moncada	- Juliet Piok	- Sharon Castillo
<b>Auditee:</b>		
CID	SGOD	OSDS

B. Risk Management System

<b>OSDS</b>	<b>CID</b>	<b>SGOD</b>
- Federico P. Martin	- Juliet C. Sannad	- Arthur Tiongán
- Soraya T. Faculo	- Simeon Yangyang	- Asuncion C. Saguid
- Nieves D. Ebanio	- Jacqueline Lampac	- Jocelyn De Jesus
- Lilibeth Degsi	- Nora D. Dalapnas	- Jennifer Polido
Focal person: Jerry C. Ymson		

C. Continuous Improvement

<b>Team Leader:</b>
- Jerry C. Ymson
<b>Members:</b>
- Francisco C. Copsiyan
- Santiago L. Bugtong