



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



OFFICE MEMORANDUM

No. 010, s. 2019

**ISO 9001:-2015 Status Quality Management System Requirements
vis-à-vis List of Objective Evidences as of 19 August 2019**

To: **All SDO Proper Personnel**

1. **Relative to the ISO 9001:2015 Certification, Enclosure No. 1 of this Office Memorandum is the Status of the Quality Management System Requirements vis-à-vis List of Objective Evidences as of 19 August 2019.**
2. **Other objective evidences may be required by the Auditor on the time of the Audit. Hence, all Divisions/Units/Sections are advised to prepare documents align with the respective office functions.**
3. **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 of Office Memorandum No. 010, s, 2019

Status of the Quality Management System Requirements vis-à-vis List of Objective Evidences as of 19 August 2019

REQUIREMENTS/ CLAUSE	OBJECTIVE EVIDENCE (OE)	PERSON RESPONSIBLE/ COMMITTEE	STATUS OF THE (as of 19 August 2019)
1. Scope	1. Scope Statement (SDO-BAGUIO-SS-001)	1. SDS Federico P. Martin/MRCC	1. Complied but for re-layout by the ODC
	2. Legal Bases	2. Legal Bases	2. Complied by the ODCs
2. Normative References	1. Philippine National Standard ISO 9001:2015 Quality Management Systems – Requirements	1. Reynalyn Padsoyan/ODC*	1. Procured on 20 June 2019 at DTI Makati
	2. Quality Policy (SDO-BAGUIO-QP-001)	2. SDS Federico P. Martin/MRCC	2. Complied but for re-layout by the ODC
3. Terms and Definitions	1. Terms and Definitions (SDO-BAGUIO-TD-001)	1. Management Review Committee	1. Partially complied, for inclusion of other terms and definitions
4. Context of the Organization			
4.1. Understanding the organization and its context	1. Understanding the organization and its context (SDO-BAGUIO-UOC-001)	1. ASDS Soraya T. Faculo/ MRC- Adviser	1. Complied but for re-layout by the ODC
	2. Organizational Profile		2. Complied for re-layout



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	<ul style="list-style-type: none"> ➤ General Information ➤ Mandate ➤ Mission ➤ Vision ➤ Core Values <p>3. Masterlist of Legal Bases with documents (SDO-BAGUIO-MLB-OSDS-001...) (SDO-BAGUIO-MLB-CID-001...) (SDO-BAGUIO-MLB-SGOD-001...)</p>	<p>2. Reynalyn Padsoyan/ ODC* Loida Mangangey/ODC**</p> <p>3. Atty. Annette Doyaoen Don Jose C. Tolentino Francisco Copsiyan Samuel Bab-anga</p>	<p>3. Not complied Not complied Not complied</p>
4.2. Understanding the needs and expectations of interested parties	1. Interested Party Analysis (SDO-BAGUIO-UNEIP-001)	1. ASDS Soraya T. Faculo/ MRCC	1. Complied but for re-layout by the ODC
4.3. Determining the scope of the Quality management system	1. Scope Statement (SDO-BAGUIO-ST-001)	1. SDS Federico P. Martin	1. Complied but for re-layout by the ODC
4.4. Quality management system and its processes	1. Service Process Model (SDO-BAGUIO-SPM-001)	1. Alejandro Ferry/Asst. ODC*	1. Complied but for review
5. Leadership			
5.1. Leadership and commitment	1. Attendance sheets indicating the presence of the Top Management	1. Alejandro Ferry/Asst. ODC*	1. Complied
5.1.1. General	1. General Leadership and Commitment	1. Reynalyn T. Padsoyan/ODC*	1. Complied but for re-layout by the ODC



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	(SDO-BAGUIO-GLC-001)	Loida Mangangey/ODC**	
5.1.2. Customer Focus	1. Customer Satisfaction Feedback with Summary Report	1. SDS Federico P. Martin	1. Complied as to date of Stage 1 Audit
5.2. Policy			
5.2.1. Establishing the Quality Policy	1. Quality Policy (SDO-BAGUIO-QP-001) 2. Quality Management Plan (SDO-BAGUIO-QMP-001)	1. SDS Federico P. Martin/MRCC 2. Jerry Ymson/QMR-Deputy* Nieves Ebanio/QMR-Deputy**	1. Complied but for re-layout by the ODC 2. Complied as to date of Stage 1 but for updating for CY 2019
5.2.2. Communicating the Quality Policy	1. Communicating the Quality Policy (SDO-BAGUIO-CQP-001)	1. SDS Federico P. Martin/MRCC	1. Complied but for re-layout by the ODC
5.3. Organizational roles, responsibilities and authorities	1. Organizational Structure 2. QMS Structure 3. Compendium 4. List of Specimen Signature 5. Terms of Reference 6. Specimen Signature	1. Joseph Oliveros 2. Joseph Oliveros 3. May Ann Aglit/Asst. ODC* 4. Alejandro Ferry/Asst. ODC* 5. Alejandro Ferry/Asst. ODC*	1. Complied but for update 2. Complied but for update 3. Printed and packaged 4. Completed 5. Printed, packaged and released 6. Complied but for update



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		6. Alejandro Ferry/Asst. ODC*	
6. Planning			
6.1. Actions to address and risks and opportunities	<ol style="list-style-type: none"> 1. Risk and Opportunity Register - Unit/Section 2. SWOT Analysis – SDO Proper 3. Risk and Opportunity Analysis – SDO Proper 4. Risk Management Plan – SDO Proper 5. Mitigating Strategies on Identified Risks – SDO Proper 	<ol style="list-style-type: none"> 1. DCs 2. Jerry Ymson/Risk Management 3. Jerry Ymson/Risk Management 4. Jerry Ymson/Risk Management 5. SDS Federico P. Martin/MRC- Adviser 	<ol style="list-style-type: none"> 1. Complied 2. Complied but for update 3. Complied but for identification of statistical tool used 4. Not complied 5. Complied as to date of Stage 1 Audit
6.2. Quality Objectives and planning to achieve them	<ol style="list-style-type: none"> 1. Division Education Development Plan 	<ol style="list-style-type: none"> 1. Reynalyn Padsuyan 	<ol style="list-style-type: none"> 1. Complied but for update
6.3. Planning of changes	<ol style="list-style-type: none"> 1. Document Creation and Change Request (DCCR) 	<ol style="list-style-type: none"> 1. Reynalyn T. Padsuyan/ODC* 	<ol style="list-style-type: none"> 1. Completed
7. Support			
7.1. Resources			
7.1.1. General			
7.1.2. People	<ol style="list-style-type: none"> 1. Training Needs Analysis 2. Training Plan 	<ol style="list-style-type: none"> 1. Jovelyn T. Balantin/HRD 	<ol style="list-style-type: none"> 1. Complied CY 2018 but for update for CY 2019



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	3. Wellness Plan	2. Jovelyn T. Balantin/ HRD 3. Jovelyn T. Balantin/ HRD	2. Complied and updated for CY 2019 3. Complied but for update for CY 2019
7.1.3. Infrastructure	1. ICT Inventory 2. Division Infrastructure Inventory 3. Preventive Maintenance Plan 4. Monitoring Cards (fire extinguisher)	1. Harris Dizon 2. Engr. Jennifer Polido/EF 3. Engr. Jennifer Polido/EF 4. Jimmy Santos/DRRM	1. Complied but for update 2. Not complied 3. Not complied 4. Not complied
7.1.4. Environment for the operation of process	1. Monitoring Cards 2. Warning Signs	1. Jimmy Santos/DRRM 2. Jimmy Santos/DRRM	1. Not complied 2. Complied but for update
7.1.5. Monitoring and measuring resources	1. Facilities and Equipment Monitoring Tool	1. Engr. Jennifer Polido/EF	1. No complied
7.1.6. Organizational knowledge			
7.2. Competence	1. Competency Matrix 2. Advisory on Re-Entry Plan 3. Training Evaluation Report	1. Alejandro Ferry/Asst. ODC* 2. Jovelyn T. Balantin/ HRD 3. Jovelyn T. Balantin/HRD	1. Completed 2. Not complied 3. Not complied
7.3. Awareness			



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7.4. Communication	<ol style="list-style-type: none"> 1. Internal Communication Plan 2. External Communication Plan 3. Strategic Communication Plan 	<ol style="list-style-type: none"> 1. Elaine Cabuag/SocMobN 2. Elaine Cabuag/SocMobN 3. Elaine Cabuag/SocMobN 	<ol style="list-style-type: none"> 1. Complied but for update for 2019 2. Complied but for update for 2019 3. Complied but for update for 2019
7.5. Document Information			
7.5.1. General			
7.5.2. Creating and updating	<ol style="list-style-type: none"> 1. Document Creation and Change Request (DCCR) 2. Archiving and Disposal 	<ol style="list-style-type: none"> 1. Reynalyn T. Padoyan/ODC* 	<ol style="list-style-type: none"> 1. Completed
7.5.3. Control of documented information	<ol style="list-style-type: none"> 1. Summary of Codes 2. Masterlist of Copyholders 3. Terms of Reference Releasing Form 	<ol style="list-style-type: none"> 1. May Ann Aglit/ Asst. ODC* 2. Alejandro Ferry/Asst. ODC* 3. Alejandro Ferry/Asst. ODC* 	<ol style="list-style-type: none"> 1. Complied 2. Complied for update 3. Alejandro Ferry/Asst. ODC
8. Operation			
8.1. Operational planning and control	<ol style="list-style-type: none"> 1. Division Education Development Plan (DEDP) 2. OPCR 2019 3. Annual Report 	<ol style="list-style-type: none"> 1. Reynalyn Padoyan/ODC* 2. Federico P. Martin/MRC-Adviser 3. SGOD-PR 	<ol style="list-style-type: none"> 1. Complied but for update 2. Complied 3. Complied



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8.2. Requirements for products and services			
8.2.1. Customer communication	1. Sample of Customer Feedback filled-out forms 2. Top Management Response to Feedback	1. All FD/Units/Sections 2. Federico P. Martin/MRCC	1. Complied as to Stage 1 2. Complied as to Stage
8.2.2. Determining the requirements for products and services			
8.2.3. Review of the requirements for products and service			
8.2.4. Changes to requirements for products and services			
8.3. Design and development of products and services			
8.3.1. General			
8.3.2. Design and development planning			
8.3.3. Design and development inputs			
8.3.4. Design and development controls			
8.3.5. Design and development outputs			
8.3.6. Design and development changes			
8.4. Control of externally provided processes, products and services			
8.4.1. General			
8.4.2. Type and extent of control			
8.4.3. Information for external providers			



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8.5. Production and service provision			
8.5.1. Control of production and service provision			
8.5.2. Identification and traceability			
8.5.3. Property belonging to customers or external providers			
8.5.4. Preservation			
8.5.5. Post-delivery activities			
8.5.6. Control of changes			
8.6. Release of products and services			
8.7. Control of non-conforming outputs			
9. Performance Evaluation			
9.1. Monitoring, measurement, analysis and evaluation			
9.1.1. General			
9.1.2. Customer satisfaction	1. Customer Satisfaction box	1. Education Facilities 2. Administrative - Supply	1. Complied 2. Not complied
9.1.3. Analysis and evaluation			
9.2. Internal audit			



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9.2.1. (Conduct of internal audits)	<ol style="list-style-type: none"> 1. Audit Programme 2. Audit Plan 3. Auditor's Competency Profile 4. Certificates (Awareness of ISO 9001:2015, Training on Risk and Opportunities, Training 9001:2011 on ISO 9001:2018) 	1. IQA	<ol style="list-style-type: none"> 1. Not complied 2. Not complied 3. Not complied 4. Not complied
9.2.2. (Audit programmes)	<ol style="list-style-type: none"> 1. Audit, Attendance Logsheet 2. Audit Notes 3. Audit Feedback Survey (optional) 4. Audit Performance Evaluation 5. Audit Findings 6. Audit Report 		<ol style="list-style-type: none"> 1. Not complied 2. Not complied 3. Not complied 4. Not complied 5. Not complied
9.3. Management review inputs	1. Minutes of the Meeting on Management Committee Meetings	1. ManCom Secretary	1. Complied as to Stage 1
9.3.1. General			
9.3.3. Management review inputs			
10. Improvement			
10.1. General			
10.2. Non-conformity and corrective action	<ol style="list-style-type: none"> 1. Corrective Action Reports (CAR) <ul style="list-style-type: none"> ➤ Correction ➤ Root Cause Analysis 	1. IQA to Auditees	1. Not complied
10.2.1. (When nonconformity occurs...)			
10.2.2. (Retain document information)			



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		<ul style="list-style-type: none">➤ Corrective Action➤ Risk-based Plan		
10.3.	Continual improvement	<ol style="list-style-type: none">1. Continual Improvement Plan2. Continuous Improvement (CI) Papers3. DEDP	<ol style="list-style-type: none">1. Sharon Castillo2. Jerry Ymson/ CI Coordinator3. Reynalyn T. Padsuyan	<ol style="list-style-type: none">1. Not complied2. Complied during Stage 1 Audit for update3. Complied as to Stage 1 but for update for CY 2019-2024
Legend: *outgoing **incoming				