



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
**DIVISION OF BAGUIO CITY**  
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**QUALITY MANAGEMENT SYSTEM: UPDATING AND PACKAGING OF QUALITY  
MANAGEMENT MANUAL AND PLANS**

To: Chiefs  
Unit Heads and Section Heads  
Internal Quality Audit Lead  
Over-all Document Controller  
Continuous Improvement Lead and Risk Mgmt Focal

1. Relative to Division's continuing effort to integrate international standards in the work processes, there is a need to update processes and plans and package these into a Quality Manual and Quality Plan for SDO Baguio.
2. As agreed in last week's Management Review meeting, all **risk registers, risk plans, IQA, continuous improvement plan, manual and work instruction manual** among others shall be updated **incorporating new assignments and programs that were not included** in the past.
3. Also, to ensure that all standards under ISO: 9001-2015 are understood and implemented at work, a quality plan and a quality manual will be packaged and to be coordinated by the Over-All Document Controller.
4. The SDO-Baguio Quality Manual and Quality Plans will be due on the last week of October 2019 for review by the MRC.

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent  
Quality Management Chairperson

Cc: QMR  
/osds.stf