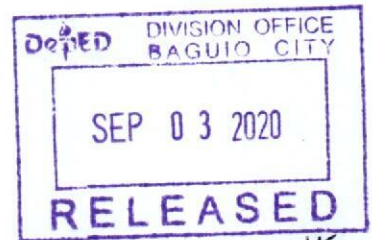




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY





September 2, 2020

Office of the Schools Division Superintendent
SCHOOLS DIVISION MEMORANDUM 330, s. 2020

NOTICE OF MEETING
ISO 9001:2015 Surveillance Audit

To: **All Functional Division Chiefs**
Internal Quality Audit (IQA) Lead/Members
Overall Document Controller /Document Controllers
Program Owners
Others Concerned

1. Relative to the upcoming ISO 9001:2015 surveillance audit, **there will be a meeting on September 07, (Monday) 2020, 1:30 PM via Zoom platform. Link will be forwarded on the day of the meeting.**
2. In the case of non-attendance due to other commitments, all are required to ensure that representatives are present to echo the contents of the orientation.
3. Agenda of the meeting will be as follows:
 - a. Updates and results of conducted Internal Quality Audit
 - b. Updates on the documentation system
 - c. Orientation on the DepEd Baguio Customer Communication App (CCApp) Ticketing System as continual improvement
4. Immediate and wide dissemination of this Memorandum is required.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 

INDICATIVE PARTS OF THE MEETING

Time	Program Part	Facilitator/Speaker
1:30 – 1: 40 PM	Preliminaries	AVP
1:41 – 1:50 PM	Call to order and opening statement	Marie Carolyn B. Verano, CESO V Schools Division Superintendent
1:51- 2:30 PM	Updates and results of conducted Internal Quality Audit	Juliet C. Sannad, EdD Chief Education Supervisor Curriculum and Implementation Division Internal Quality Audit Lead
2:31-3:00 PM	Updates on the documentation system	Loida C. Mangangey Education Program Supervisor Overall Document Controller
3:01- 3:20 PM	Orientation on the DepEd Baguio Customer Communication App (CApp) Ticketing System as continual improvement	Josef Oliveros Division Data Privacy Officer
3:21 -4:30 PM	Management Review Committee hour	Marie Carolyn B. Verano, CESO V Schools Division Superintendent Soraya T. Faculo, PhD Assistant Schools Division Superintendent
4:31 – 5:00 PM	Synthesis	Jocelyn Coldeg Education Program Specialist II SMME