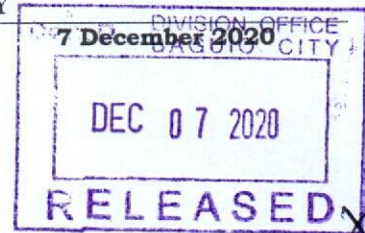




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

DIVISION MEMORANDUM  
No. 446 s. 2020



**ACCOMPLISHMENT OF QUALITY MANAGEMENT SYSTEM (QMS) DOCUMENT INFORMATION TEMPLATES**

To : OIC - Assistant Schools Division Superintendent  
Chief Education Supervisors  
All SDO Proper Document Controllers  
All Others Concerned

1. Relative to the ISO 9001:2015 surveillance audit and updates of the Quality Management System (QMS), all SDO Proper Personnel are informed of the new quality management system (QMS) document information templates.
2. Attached herewith are QMS documents which personnel should accomplished on or before 18 December 2020 except for Process Manual (PM) and Risk and Opportunity Register (ROR). PMs and ROR should be presented on 9 December 2020 via virtual meeting with the ISO 9001:2015 Consultant.
3. Soft copies of existing QMS documentations (Masterlist, Process Manual, among others) are downloadable through [www.tinyurl.com/ISOFilesSDOBaguio](http://www.tinyurl.com/ISOFilesSDOBaguio) with file name *ISO Templates 2020*.
4. Chief Education Supervisors and all Section Heads are tasked to facilitate and review all documents before submission and to ensure complete staff work (CSW) policy in all activities.
5. All Overall Document Controllers of the Functional Divisions shall ensure that all outputs are dropped/submitted through the same link with file name *ISO Document Information 2020 (Outputs Dropping Folder)*.
6. Immediate dissemination of this Memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent

For the SDS:

  
**CHRISTOPHER C. BENIGNO**

OIC- Assistant Schools Division Superintendent

Encl.: As stated

Reference:  
To be indicated in the Perpetual Index:  
under the following subjects:  
QUALITY MANAGEMENT SYSTEM

DOCUMENT INFORMATION ISO 9001:2015



"HANDANG MAG SERBISYO"

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Registration Number: RJ-18-2560-026  
Issued on December 27, 2019



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

<b>DOCUMENT CREATION AND CHANGE REQUEST (DCCR)</b>	Document Code: DCCR-001 Revision: 01 Effectivity date:
	Name of Office: <b>SDO - BAGUIO CITY</b>

Request for  New Document  Revision

Document Title: \_\_\_\_\_  
 Revision No.: \_\_\_\_\_  
 Document Code: \_\_\_\_\_  
 Page(s): \_\_\_\_\_

Reason for Change (If new document please write N/A)  
 \_\_\_\_\_

Prepared by:

\_\_\_\_\_  
 Document Controller/Alternate                      Date

<b>(Superseded Document/s if any)</b>
Document Code: _____
Document Title: _____
Effectivity Date: _____

**Document Review Section:**

For new document  (Reviewed)  
 For modified document  (Reviewed for Modification)

Agreed on the proposed/modified document

\_\_\_\_\_  
 Immediate Supervisor                      Date                      \_\_\_\_\_  
 Functional Division Chief                      Date

**REYNALYN T. PADSOYAN**  
 Overall Document Controller                      Date

**Document Approval Section:**

Approved by:

**MARIE CAROLYN B. VERANO, CESO V**  
 Management Review Committee Chairman                      Date

Effectivity Date: \_\_\_\_\_





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

<b>PROCESS MANUAL</b>	Document Code: PM-xxx-xxx-001 Revision: 01 Effectivity date:
PROCESS TITLE:	Name of Office:

**Objective:**

**Scope:**

**PERSONS  
RESPONSIBLE**

**PROCESS FLOW**

**INTERFACE**

**KPM**

**RECORDS**

**DOCUMENT  
REFERENCE**

**QUALITY  
STANDARD**

**CONTROL  
METHOD**

Prepared by:  Document Controller	Recommended for approval:  <b>CHRISTOPHER C. BENIGNO</b> Officer-in-Charge Office of the Assistant Schools Division Superintendent /Quality Management Representative	Approved by:  <b>MARIE CAROLYN B. VERANO, CESO V</b> Schools Division Superintendent
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**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

<b>JOB DESCRIPTION AND SPECIFICATION</b>	Document Code: JD-xxx-xxx-001 Revision: 01 Effectivity date:
	Name of Office:

<b>Acknowledgement: I acknowledge receipt of this job description and I understand my position responsibility and authority.</b>  _____ Signature over printed name of employee Date: 08-17-2018	<b>I HEREBY CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE.</b>  _____ Signature Over Printed Name of Supervisor/Division Chief Date: _____
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<b>Approved:</b>  _____ Signature Over Printed Name of Office Head Date: _____		<b>MARIE CAROLYN B. VERANO, CESO V</b> Schools Division Superintendent Date: _____
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<b>Prepared by:</b>  Document Controller	<b>Recommended for approval:</b>  <b>CHRISTOPHER C. BENIGNO</b> Officer-in-Charge Office of the Assistant Schools Division Superintendent /Quality Management Representative	<b>Approved by:</b>  <b>MARIE CAROLYN B. VERANO, CESO V</b> Schools Division Superintendent
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Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

**RISK AND OPPORTUNITY REGISTER**

Document Code: ROR-xxx-xxx-001

Revision: 01

Effectivity date:

Name of Office:

PROCESS/ ACTIVITY	REQUIRE- MENTS	RISKS	IMPACT	RISKS					MITIGATION/ DEGREE OF CONTROL	OPPOR- TUNITY
				Scale of Probability	Scale of Severity	Risk Score (SP+SS)	Risk Rating (RS/2)	Risk Definition		







Republic of the Philippines  
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**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

<b>RISK AND OPPORTUNITY REGISTER</b>	Document Code: ROR-xxx-xxx-001 Revision: 01 Effectivity date: Name of Office:
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	RISK DEFINITION	SCALE	DESCRIPTION
E	Extreme Risk	10	Risk is not acceptable. Prevention and mitigation and contingency/measures for all these risks must be framed much in advance so as to prevent their occurrence or to fight them as soon as they surface
H	High Risk	7-9	These are risks that must be optimally addressed; however, they do not enjoy top priority. These are also significant risks that need mitigation and contingency/measure
M	Moderate Risk	4-6	These are the risks that can be tolerated and can be handled when they arise
L	Low Risk	1-3	Risk is harmless and acceptable; and in most case it can be safely ignored. The risks in order to pursue an opportunity

Scale of Probability

- 1-Slight possibility of occurrence
- 2- 50/50 chance of occurrence
- 3-Probably will occur
- 4-Very likely to occur
- 5-100% chance of occurrence

Scale of Severity

- 1-will not cause any effect
- 2-may result minor reworks
- 3-may cause unscheduled reworks
- 4-major reworks/serious disruptions
- 5- involves breach of statutory and regulatory

Prepared by:  <b>Document Controller</b>	Recommended for approval:  <b>CHRISTOPHER C. BENIGNO</b> Officer-in-Charge Office of the Assistant Schools Division Superintendent /Quality Management Representative	Approved by:  <b>MARIE CAROLYN B. VERANO, CESO V</b> Schools Division Superintendent
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Registration Number: RU-19-2568-026  
 Issued on December 27, 2019







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

<b>QUALITY FORMS</b>	Document Code: LQF-xxx-xxx-001 Revision: 01 Effectivity date:
Title:	Name of Office:

Prepared by:  Document Controller	Recommended for approval:  <b>CHRISTOPHER C. BENIGNO</b> Officer-in-Charge Office of the Assistant Schools Division Superintendent /Quality Management Representative	Approved by:  <b>MARIE CAROLYN B. VERANO, CESO V</b> Schools Division Superintendent
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