

Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

Division Memorandum
 No. 08, s. 2021

MANAGEMENT REVIEW COMMITTEE (MRC) MEETING

TO: All Management Review Committee Members
 All Internal Auditors
 All Process Owners
 All Document Controllers
 All Others Concerned

1. In preparation of the upcoming ISO 9001:2015 1st Surveillance Audit, the Schools Division Office (SDO) will have a **face-to-face Management Review Committee (MRC) Meeting on January 13 to 16, 2021 at the 2nd floor SDO Conference from 8:00AM onwards.**

2. Participants to this activity are the following:

NAMES	DESIGNATION
Marie Carolyn B. Verano, CESO V	MRC Chairman
Christopher C. Benigno	Quality Management Representative
Lourdes B. Lomas-e	QMR Deputy
Arthur Tiongan	Risk Management System Leader
Jimmy S. Santos	Risk Management System Deputy
Juliet C. Sannad	Internal Quality Audit Leader
Mary Jane N. Malihod	IQA Deputy
Reynalyn T. Padsuyan	Overall Documents Controller
Jesse Lance S. Dawaton	ODC Assistant
Santiago L. Bugtong	Continuous Improvement Group Leader
Francisco B. Copsiyan	CIG Deputy
Nieves D. Ebanio	General Housekeeping Leader
Anna Melissa C. Repalda, MD	General Housekeeping Deputy

3. Agenda are as follows:

AGENDA	PRESENTOR
I. Preliminaries	c/o Secretariat
II. Presentation	
1. Changes in the Organizational Structure	Christopher Benigno
2. Profiling of DepEd-Baguio as an Organization	
3. Consistency of the Quality Policy to DepEd Baguio's Vision, Mission, Context of the Organization and Quality Management System Scope	
4. Quality Objectives and its Extent to meeting the set Targets	
5. Status of Roadmap to ISO9001:2015 Certification	Reynalyn Padsuyan




GEEV
 CERTIFICATION
 SOLUTIONS



6. Status of Documented Information	Reynalyn Padsoyan
7. Results of IQA-non conformity and Status of CAR	Juliet Sannad
8. Employee's Performance Evaluation Processes	Jovelyn Balantin
9. Status of Education Programs and Project Implementation	Santiago Bugtong
10. Partnership Linkages, Social Responsibility, Public Service and Accountability	Elaine Cabuag
11. People Development	Jovelyn Balantin
12. Social Responsibility	Engr. Jennifer Polido
13. Provision of Resources (Facilities, Equipment, and Supplies)	Belen Tomin
14. Client's Satisfaction Review and Analysis	Reynalyn Padsoyan
15. Client's Complaint and Corrective Actions	Mary Jane Malihod
16. Performance of External Providers Including Procurement, Monitoring and Review	Rachell Flordeliza
17. Status of Compliance Obligation to Applicable Legal Requirements	Dennis Daniwis
18. Service Continuity Plan – BE-LCP	Santiago Bugtong
19. Continual Improvement	
20. Other Matters	
III. Finalization and Closing	SDS Marie Carolyn Verano ASDS Christopher Benigno
IV. Adjournment	
V. Closing Prayer	

4. All Process Owners will be given a maximum of 5 minutes to present their PMs, RORs, and DCCR.
5. All documents reviewed and presented will be signed and submitted after the presentation in soft and hard copy.
6. Meals and snacks incurred to this activity shall be charged against Division MOOE.
7. A Compensatory Overtime Credit (COC) is granted to the participants who will be reporting on January 16, 2021 (Saturday).
8. Immediate and wide dissemination of this memorandum is deemed necessary.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

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"HANDANG MAG SERBISYO"

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