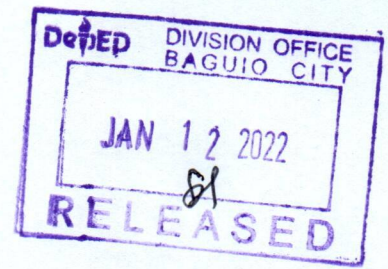




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



12 January 2022

OFFICE MEMORANDUM 02

**SUBMISSION OF UPDATED QUALITY FORMS AND NOTICE OF MEETING TO ALL  
MANAGEMENT REVIEW COMMITTEE CHAIRPERSONS, MEMBERS,  
AND ALL DOCUMENT CONTROLLERS**

To : All Management Committee Chairpersons and Members  
All Process/Program Owners  
All FD Document Controllers (DC)/ Document Controllers  
Others Concerned

1. In compliance with the International Organization for Standardization (ISO) 9001:2015 Quality Management System (QMS) of the Schools Division Office of Baguio City, and in preparation for the Surveillance Audit 2022, **the concerned personnel are tasked to submit to Overall/Assistant Document Controller all quality forms duly updated and signed by the official signatories on or before 21 January 2022.**
2. **Notice of Meeting is hereby given to all Management Committee Chairpersons, Members, and Document Controllers on 17 January 2022 at 10:00 AM. The Zoom link will be the same as that of the flag raising ceremony.**
3. Immediate and wide dissemination of this Office Memorandum to all concerned is required.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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ISO 9001:2015 Certified  
Quality Management System  
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