



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

Division Memorandum  
No. 051, s. 2022

**ONLINE MANAGEMENT REVIEW COMMITTEE (MRC) MEETING**

TO: All Management Review Committee Members  
All Risk Management System (RMS) Team members  
All Internal Quality Audit (IQA) Team members  
All Continuous Improvement Group (CIG) Team members  
All Overall Document Controllers (ODC) Team members  
All General Housekeeping (GH) Team members  
All Others Concerned

1. As stipulated in the ISO 9001:2015 of the Quality Management System (QMS) Manual clause 9.3.1 on the annual conduct of the Management Review Committee (MRC) and in preparation for the upcoming 2<sup>nd</sup> Surveillance Audit, the Schools Division Office (SDO) will have an **online Management Review Committee meeting on February 21-24, 2022 via zoom platform from 9:00AM-5:00PM**

2. Participants to this online activity are the following:

NAMES	DESIGNATION
Federico P. Martin, EdD., CEEd., CESO V	MRC Chairman
Christopher C. Benigno, PhD	Quality Management Representative
Lourdes B. Lomas-e	QMR Deputy
Niño M. Tibangay	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
Virginia C. Alindayo	CIG Deputy
Nieves D. Ebanio	General Housekeeping Leader
Anna Melissa C. Repalda, MD	General Housekeeping Deputy
Don Jose C. Tolentino	MRC Secretary
Helaine Joy B. Kimakim	MRC Secretary

3. Discussions are as follows:

AGENDA	PRESENTOR
I. Preliminaries	c/o Secretariat
II. Updates on:  1. Changes in the Organizational Structure  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	Christopher Benigno

MRC/djct/02142022

page 1 of 2



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

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ISO 9001:2015 Certified  
Quality Management System  
CRN BU-19.2560.026  
Issued on 12/27/2019



5. Status of Roadmap to ISO9001:2015 Certification	} Reynalyn Padsoyan
6. Status of Documented Information	
7. Results of IQA-non conformity and Status of CAR	Juliet Sannad
8. Employee's Performance Evaluation Processes	Jovelyn Petra 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 Petra 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	Harris Dizon, Jr.
17. Status of Compliance Obligation to Applicable Legal Requirements	Atty. Annette Doyaoen
18. Service Continuity Plan – BE-LCP	Juliet C. Sannad
19. Continual Improvement	Santiago Bugtong
III. Finalization and Closing	ASDS Christopher Benigno SDS Federico Martin
IV. Adjournment	
V. Closing Prayer	

4. Access the zoom link through:

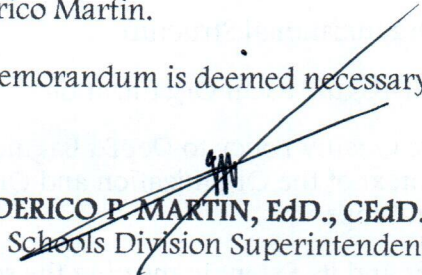
<https://tinyurl.com/OnlineMRCMeeting>  
Meeting ID: 953 8742 6294  
Passcode: 298337

5. All Team Leaders will be given a maximum of 10 minutes to present updates on the task assigned and will be called upon if deemed necessary.

6. Team Leaders are given the privilege to meet with their respective team members to facilitate collaboration and revision.

7. All quality forms MUST have been forwarded to the ODC prior to the signing by QMR Christopher Benigno and MRC Chairman Federico Martin.

8. Immediate and wide dissemination of this memorandum is deemed necessary.

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

