



Republic of the Philippines  
**DepED**  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY

Division Memorandum  
No. 84s. 2018

**RELEASED**  
DEPED  
DATE: 3-23-18  
BY: [Signature]

TO: ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, CID AND SGOD  
ALL EPS/PSDS  
ALL UNIT HEADS AND OTHER CONCERNED SDO PERSONNEL

FROM: DR. LORNA G. [Signature] BUGAYONG, CESO VI  
Schools Division Superintendent

RE: ISO INITIAL DOCUMENTATION AND GAP ANALYSIS FOR CONSULTANTS ASSESSMENT OF SDO'S  
CURRENT SITUATION

Date: March 22, 2018

- 1) The Schools Division Office is formally launching its ISO 2015 journey effective this April 2018 through the following activities and corresponding timeline as per preliminary discussion with the awarded consulting agency.

DELIVERABLES	CONCERNED PERSONEL	DEADLINE
Documents preparation		
✓ Annual Budget Planning Procedure	Budget Officer	
✓ Disbursement Procedure	Accountant	
✓ Property and Supply Management Procedure	Supply Officer	
✓ Procurement Process		
✓ Supplies Performance Evaluation Procedure		
✓ General Services Procedure (records management, leaves, service records, appointments, 201 files of teaching and non-teaching personnel, SALN, monetization etc.)	ADMIN OFFICER AND STAFF	April 6, 2018
✓ Hiring and Placement Procedure	HRMO	
✓ Employee Performance Evaluation Procedure		
✓ Employee Competency Matrix		
✓ Training Development Program		


✓ Annual Training Plan	SEPS HRTD
✓ Training Evaluation	SEPS M & E
✓ School Programs Monitoring and Evaluation	
✓ Preventive Maintenance Procedure (Facilities and Equipment)	Engr. Tatum
✓ Preventive Maintenance Schedule	
✓ Preventive Maintenance Report	
✓ Preventive Maintenance Procedure (software and hardware)	ITO
✓ Preventive Maintenance Schedule	
✓ Preventive Maintenance Schedule	
✓ IT Security Policy	
✓ Risk and Opportunities Procedure	Chief, SGOD
✓ SWOT ANALYSIS	
✓ Risk Registry	
✓ Disaster Recovery Plan	Marjorie Rodriguez
✓ Quality Objectives (general and divisional)	SDS
✓ Quality Policy	
✓ Quality System Manual	QMR
✓ Internal Quality Procedure	
✓ Internal Audit Plan	
✓ Internal Audit Program	
✓ Internal Checklist	
✓ Internal Audit Notice	
✓ Documented Information Procedure	Central Document Controller and team including Records Officer
✓ Records Control Procedure	
✓ Management Review Procedure	SDS & ASDS
✓ Management Review Minutes	
✓ Annual Business Strategic Planning Procedure	SDS/ASDS Chiefs CID & SGOD
✓ Customer Satisfaction Procedure	EPS
✓ Customer Survey Form	PSDS

April 6, 2018

- 2) As such, all concerned officials and staff are instructed to prepare the needed aforesaid documents in narrative form to state the standard observed by the division office for checking, review and evaluation of the ISO consultants as part of the assessment it will report and work on. A one to one interview to validate the standard will also, be performed during the Gap Analysis session on April 6, 2018.
- 3) All written outputs including soft copy, shall be forwarded to the Office of the Schools Superintendent on or before April 4, 2018 for collation (see sample attached).
- 4) A corresponding training schedule for ISO is likewise, shown for participation of concerned personnel (see list attached).

Training Title		Schedule
Understanding Quality Management System	Please see attached attendees	April 12-13, 2018
Establishing Quality and Functional Objectives		April 20, 2018
Documenting ISO QMS		April 26-27, 2018
Effective Risk Based and Root Cause Analysis/Improvement		May 2-3, 2018
Internal Quality Audit w/ Audit Report Writing		May 8, 2018

- 5) For your information/guidance and compliance.

	<b>Schools Division Office</b>	
	<b>QUALITY MANUAL</b>	
Document Code: <b>SDO-QM-2018</b>	Effectivity Date: <b>May 2018</b>	Revision: 00

as the issues (both internal and external.) that impede the achievement of the strategic objectives as well as the Quality Management System.

## 6. Context of the Organization

### 6.1. Understanding the Organization and its Context

The organization shall identify internal and external issues that are relevant to the organization's purpose and its strategic direction that may affect the delivery of planned results or achievement of objectives. Internal Issues/Concerns are issues/ concerns arising from legal, technological, competitive market, cultural, social and economic environments whether international, national, regional or local. On the other hand, external issues Concerns are issues concerns related to values, culture, knowledge and performance of the organization. Likewise, the organization shall identify risk factors that are part of the processes being undertaken. Risk factors can be facilitated by considering the requirements such as statutory/ legal requirements, organizational requirements, client/customer requirements and ISO 9001:2015 Quality Management System requirements and prepare risk registry using the Risk Management Plan.

The organizations internal and external issues shall include factors or conditions that may affect the achievement of the following

Through regular planning sessions and meetings of Top Management and Support Groups, either individually or collectively, the schools division office is able to determine/monitor its accomplishments and developments as well

Prepared by:  Process Owner	Approved by:  Schools Division Supt.
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# ISO QUALITY MANAGEMENT SYSTEM TEAM

DR. LORNA G. BUGAYONG, CESO VI  
SCHOOLS DIVISION SUPERINTEDENT  
Quality Management Representative

DR. LOURDES D. SERVITO, CESE  
ASST. SCHOOLS DIVISION SUPERINTENDENT  
Deputy Quality Management Representative

MARIA LINDA R. VENTENILLA  
TEAM LEADER

Risk Management and Control

MEMBERS:

- Joann Jimenez
- Isagani Rosario
- Agnes Bacugan
- Gemma Erfelo
- Ronie Bonao
- Vladimir Parayno
- Engr. Tatum Manzano
- Dra. Theresa Parayno
- Atty. Jose Oviedo
- Marjorie Sinay
- Ophelia Vergonia
- Rowena Lapaan
- Alfred Gonzales
- Perlita Clores
- Dr. J. Trigue

MARIA VICTORIA S. ANTONIO  
TEAM LEADER

Internal Quality Audit

MEMBERS:

- Isabelita Daroya
- Renata Rovillos
- Zenaida Peralta
- Harking Reyes
- Pilita Bautista
- Rosalind Lomibao
- Isagani Rosario
- Clarita Tamayo
- Angelita Liwag
- Cherry Cayabyab
- Jane Cajayon
- Lilia De Guzman

VENUS MARIA SM. ESTONILO  
TEAM LEADER

Continuous Improvement

MEMBERS:

- Myrel Angelica Lopez
- Marissa Perez
- Mitchellene Rivo
- Liezl Cancino
- Jaime Siapno
- Leah Manansala
- Pat Barongan
- Renante Infante
- Maria Socorro Dimalanta
- Liberty Roxas
- Sheryl Villacorta
- Haydee Maiquez
- Maribel Conde

ANGELITA C. LIWAG  
Central Document Controller

MEMBERS:

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- Jan Galvez
- Marife Mercado
- Lemuel Dino Visperas
- Jose Flores
- Magdalena Calulut
- Bethany Bautista
- Gillian Sable
- Gardenia Ferrer
- Arabella Sabado