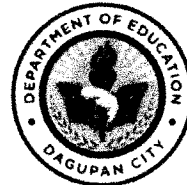


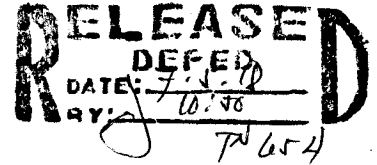


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memorandum No. 211 s, 2018

TO: Dr. Lourdes D. Servito - Asst. Schools Division Superintendent
Maria Linda R. Ventenilla – Risk Management Team Leader
Dr. Venus Maria SM. Estonilo – Continuous Improvement Team Leader
Dr. Isabelita N. Daroya – Lead Auditor
Dr. Ophelia Q. Vergonia – Customer Satisfaction Focal Person
Ms. Angelita C. Liwag – Central Document Controller
Dr. Maria Victoria S. Antonio – Quality Management Representative



FROM: Office of the Schools Division Superintendent

RE: FIRST MANAGEMENT REVIEW

DATE: July 3, 2018

- 1) In ensuring that the implementation of the quality management system of the Schools Division Office under ISO 9001:2015 standard is adequately achieved and able to bring about the outcomes determined by top management vis a vis the division goals, the first Management Review is scheduled on July 12, 2018, 8:00 a.m. – 5:00 p.m. at the Conference Room to include the discussion and review of the following agenda:

1.1 Changes in the internal and external issues that are relevant to the QMS

Responsible: Maria Linda R. Ventenilla

1.2 Information on the performance and effectiveness of the QMS, including trends in:

1.2.1 Customer Satisfaction and Feedback from Relevant Interested Parties

Responsible: Ophelia Q. Vergonia

1.2.2 Extent to which the Quality Objectives have been met

Responsible: Maria Victoria S. Antonio (for overall results)

1.2.3 Process Performance and Conformity of Products and Services

Responsible: Maria Linda R. Ventenilla – SGOD

Dr. Venus Maria SM. Estonilo – CID

Dr. Lourdes D. Servito - OSDS

1.2.4 Audit Results/Non Conformities and Corrective Action

Responsible: Dr. Isabelita N. Daroya

Dr. Maria Victoria S. Antonio

1.2.5 Monitoring and Measurement Results

Responsible: Maria Linda R. Ventenilla

1.2.5 Performance of External Providers/Status and Adequacy of Resources

Responsible: Dr. Lourdes D. Servito

1.3 The Effectiveness of Actions taken to Address Risks and Opportunities (per division)

Responsible: Maria Linda R. Ventenilla _ SGOD

Dr. Venus Maria SM. Estonilo – CID

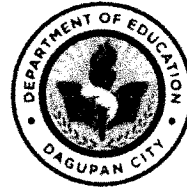
Dr. Lourdes D. Servito - OSDS

1.4 Opportunities for Improvement


Responsible: Dr. Venus Maria SM. Estonilo

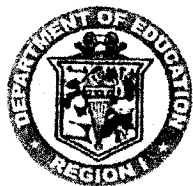


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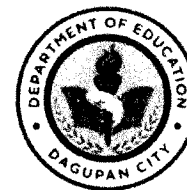


2. Comments and decisions by Top Management on the Reported QMS will be determined by the Schools Division Superintendent
3. A 15-minute presentation will be prepared by the responsible team leader/representative with not more than 5 slides to cover assigned topic.
4. Further discussion will follow to address other concerns.
5. For your information, guidance and compliance.


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent



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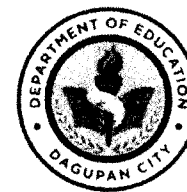


REVIEW OF PROCESS PERFORMANCE AND CONFORMITY OF PRODUCTS AND SERVICES

CORE PROCESS	PERFORMANCE IN TERMS OF ACCOMPLISHMENT (either # or descriptive statement)	CONFORMITY	NOT CONFORMITY	GAP (to be filled out if with non conformity)	PRODUCT/SERVICE TO SHOW CONFORMANCE	ACTION PLAN (may be filled out even without non conformance to show continuous improvement)
e.g. Preventive Maintenance	3 divisions visited for Preventive Maintenance	✓			<ul style="list-style-type: none"> • Preventive Maintenance Checklist • Preventive Maintenance Report 	Continuous improvement
Security Service						
Recruitment (Personnel)	All vacant positions as of ____ filled up	✓			<ul style="list-style-type: none"> • List of Vacant Positions • RQA • 	
Performance Evaluation (Personnel)						
Property and Supply						
Records						



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EFFECTIVENESS OF ACTION TAKEN TO ADDRESS THE RISKS/OPPORTUNITIES

CORE PROCESS	CORRECTIVE ACTIONS/ACTIONS TAKEN	RISKS	OPPORTUNITIES	EFFECTS/IMPACT OF ACTION TAKEN	RESULT/CONSEQUENCES	REMARKS (if needing further validation if action needs longer period)
e.g. Recruitment	Recruitment of additional manpower	Incomplete records/documentation		Additional manpower to work on completion of records	Availability of completed records	
Records	Use of file boxes to organize records	Exposed old folder/records of retired personnel		Protection from heat and termites	Organized filing of old and other previous records of personnel	