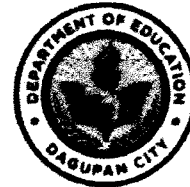




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



**DIVISION MEMORANDUM**

No. 309 s. 2018

To: **Asst. Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Principals/Heads (Public Elementary & Secondary Schools)  
SDO Personnel**

**RELEASED**  
DATE: SEP 4 2018  
BY: [Signature]

From: **Office of the Schools Division Superintendent**

Date: **September 4, 2018**

**Subject: GUIDELINES AND POLICIES ON BENCHMARKING @ SDO – DAGUPAN CITY**

1. Any interested organization seeking benchmarking of SDO Dagupan Quality Management System under ISO 9001:2015 must submit a formal letter of request or send via email at least two days prior to date of visit to allow preparation by the SDO staff.
2. The letter should be addressed to and in this manner:  
  

**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent  
SDO Dagupan City
3. The SDO Dagupan City Benchmarking Team will lead the tour with the Quality Management Representative providing the oral presentation of the certified QMS during the sit-down conference along with top management, process owners and designated tour guides.
4. Tour of the facilities and offices of the Schools Division Office will be directed by the Benchmarking Committee. As such, the following are issued as reminders to all concerned:
  - 4.1.1 Only viewing of the offices/facilities and documentary requirements of the Schools Division Office QMS is allowed. No picture-taking, photocopying nor replication of any of the aforementioned is permitted.
  - 4.1.2 Guests are only given certain period to stay in one office/area/facilities and interview of any personnel is prohibited.
  - 4.1.3 Materials/properties/tools used by the Schools Division Office on any of its enrolled processes and other services are not to be removed nor procured/pictured by guests.
5. Guests are also discouraged from posting any of their comments/remarks on Facebook afterwards

**SDO DAGUPAN CITY BENCHMARKING COMMITTEE**

QMR - Dr. Maria Victoria S. Antonio  
HRTD - Dr. Mitchellene V. Rivo  
IT - Reynante Infante  
Medical - Noreen Vidal and Jane Salayog  
EPS - Dr. Rosalind Lomibao  
- Dr. Liezl Cancino  
- Dr. Cherry A. Cayabyab  
- Dr. Marissa O. Perez  
PSDS - Dr. Ophelia Q. Vergonia  
- Ms. Jane Cajayon  
- Dr. Ronie Bonao

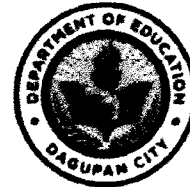
Consultants: Dr. Lorna G. Bugayong, CESO VI  
Schools Division Superintendent  
  
Dr. Lourdes D. Servito, CESE  
Asst. Schools Division Superintendent  
  
Dr. Venus Maria SM. Estonilo  
Chief, CID  
  
Ms. Maria Linda R. Ventenilla  
Chief, SGOD

6. For information, guidance and compliance.

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



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