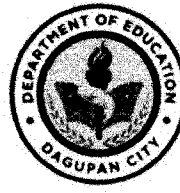


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM
No. 165, s. 2019

RELEASED
DEFED
DATE: 5-8-19
BY: 938
M 3579

To: Asst. Schools Division Superintendent
Chiefs of the CID and SGOD
All Public School District Supervisors
All School Heads/Principals/Designates

From: Office of the Schools Division Superintendent

Date: May 8, 2019

Subject: **Schools ISO Quality Management System**

The latest and new schedule of schools clustered ISO Visitation (see attached) is an initial batch of schools identified by Top Management to set off action for certification to ISO 9001:2015. Other schools are advised to get ready for the next group and are therefore, required as previously agreed to prepare similar documentary requirements namely: Schools' Procedures together with the Mandatory Requirements.

Concerned schools under each instructional district to whom procedures were assigned and given during the meeting last April 23, 2019 **are given until Friday, May 10, 2019, on or before 12 noon, to complete the submission of these, both in hard and soft copy, to the Central Document Controller for release to all schools (see list attached).**

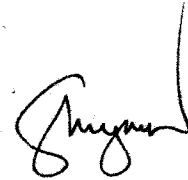
For your information and compliance.

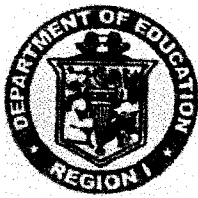

DR. LORN G. BUGAYONG, CESO VI
Schools Division Superintendent

NEW CLUSTER ASSIGNMENT FOR 1ST BATCH OF SCHOOLS ISO

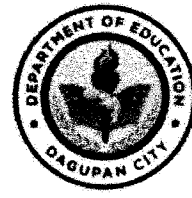
NAME OF SCHOOL	SCHEDULE OF ISO CONSULTANT VISIT	IQA	MGTM. REVIEW
East Central Integrated School Judge Jose de Venecia TVSS Federico Ceralde Integrated School	15-May-19	22-May	30-May
Bonuan Boquig National High School West Central Elementary School 1 West Central Elementary School 2	16-May-19	23-May	30-May
Dagupan City National High School JHS / SHS	17-May-19	24-May	31-May
Carael National High School Pugaro Integrated School Salapingao National High School	20-May-19	25-May	31-May

Proposed 1st Stage Audit - between 3rd and 4th week of June 2019





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



SCHOOLS ISO PROCEDURES

Instructional District	Procedure	Given to	Remarks
I	Partnership and Linkages with Stakeholders	Willy Guieb	Submitted in hard copy; soft copy is needed
	Documented Information		
II	Health, Safety and Security	Sylvia Claveria and Gary Desoloc	For resubmission in hard and soft copy
	Quality Objectives		Ok
III	Waste Management	Renato Santillan	Submitted in hard copy but Soft copy is needed
	Management Review		
IV	Classroom Instruction	Imelda Infante	For resubmission in soft and hard copy
	Customer Satisfaction	Jennifer Festejo	Submitted in hard copy but Soft copy is needed
V	Submission of Reports–WFP and Liquidation of MOOE	Ronel Salazar	ok
	Authorized Contributions	Shezydee Agas	For resubmission in soft and hard copy
	Form 137	Renato Benitez	Submitted in hard copy but Soft copy is needed
VI	Quality Policy		ok
	School Inset LAC	Maricris Ferrer	Being reviewed by process owner @SDO
VII	School Procurement	Jimmy Cancino	For resubmission in soft and hard copy
	Internal Quality Audit		
VIII	QMS Manual	Mary Ann Carrera	Needs soft copy
IX	Enrolment	Agnes Calicdan	ok
	Risk Management	Markconi Taroma	For resubmission with inclusion of process flowchart
X	Preventive Maintenance	Milagros Embuido	For resubmission in hard and soft copy
	Context of the Organization	Jose Cardozo	