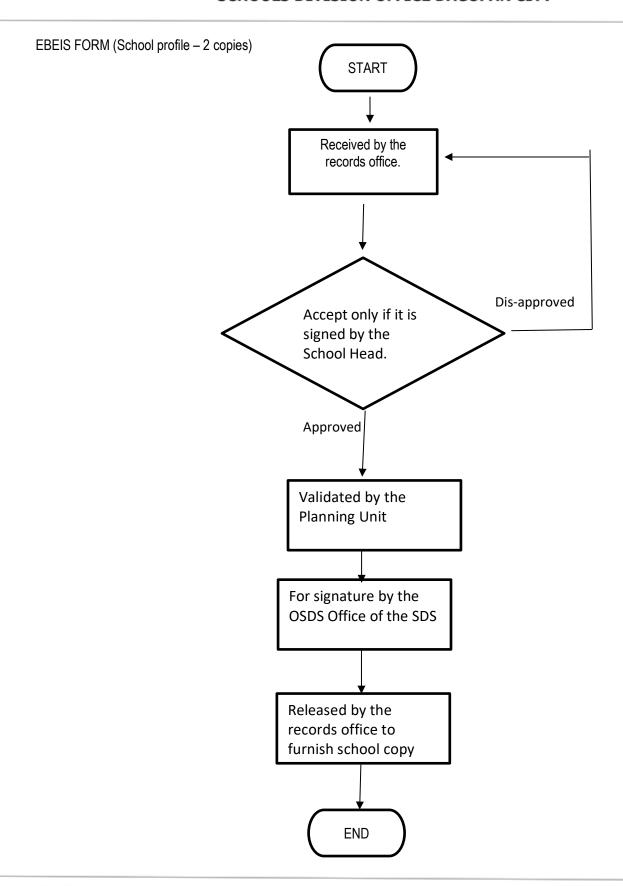


Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

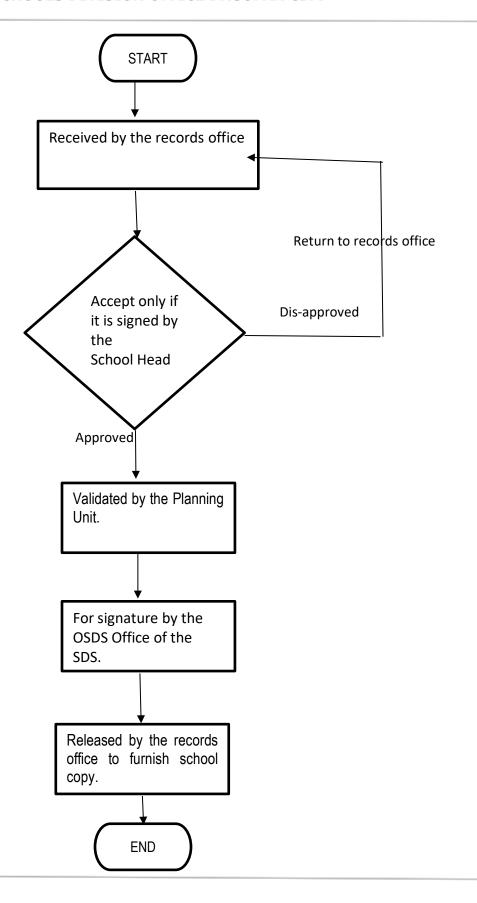




Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

School form 4,5,6,7, Report Card





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



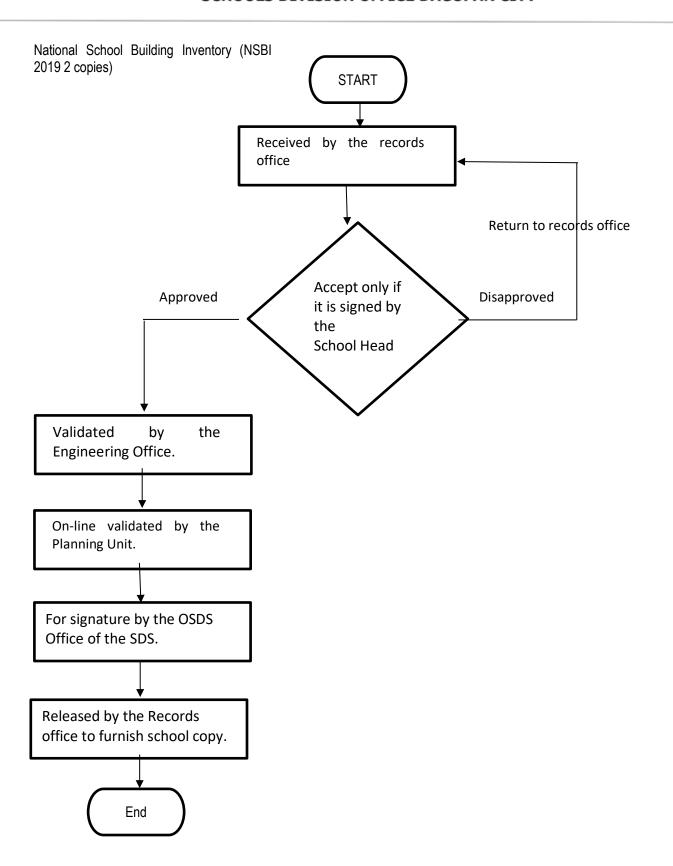
Management System ISO 9001:2015





Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



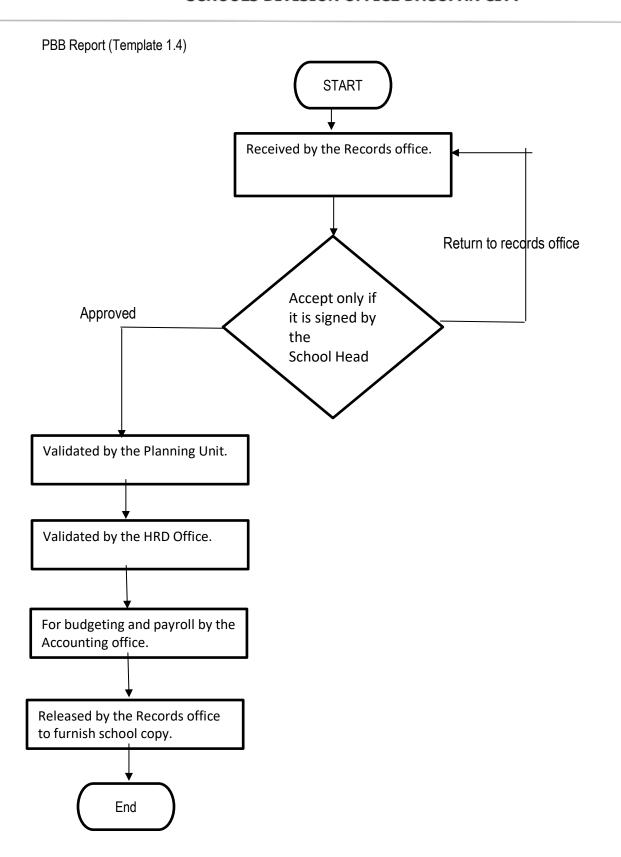
Management System ISO 9001:2015





Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



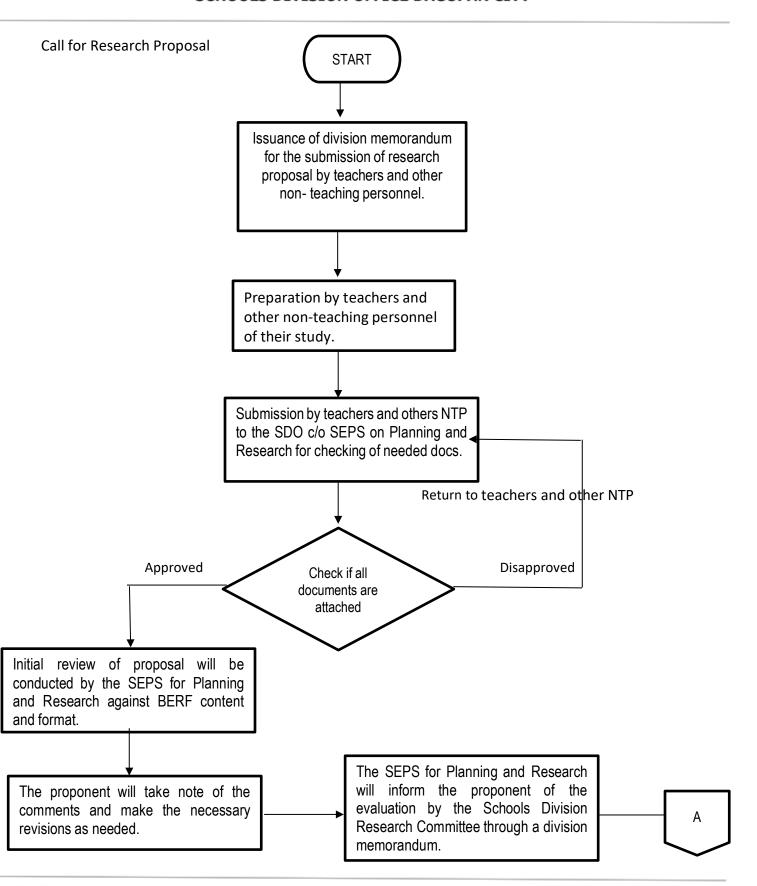
Management System ISO 9001:2015





Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



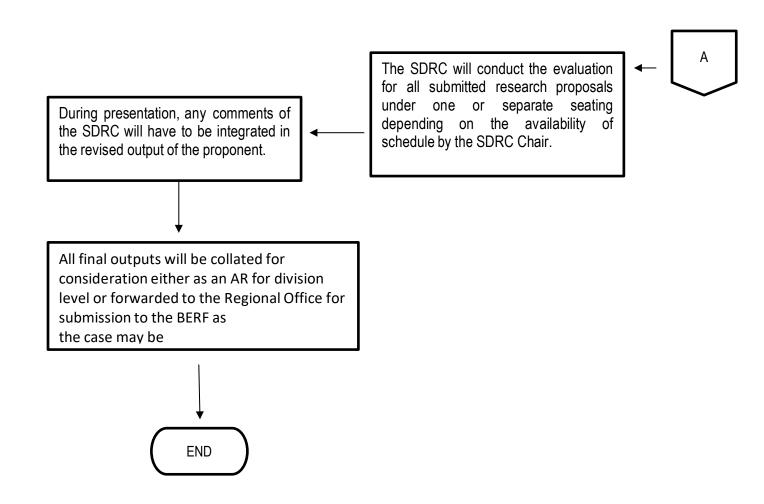
Management System ISO 9001:2015





Department of Education REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

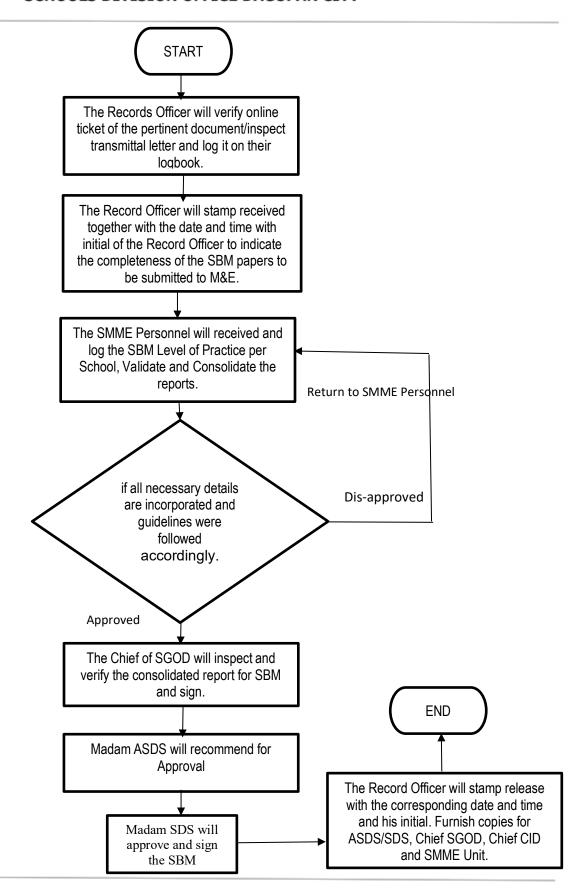




Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

School Based Management(SBM) Level of Practice





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

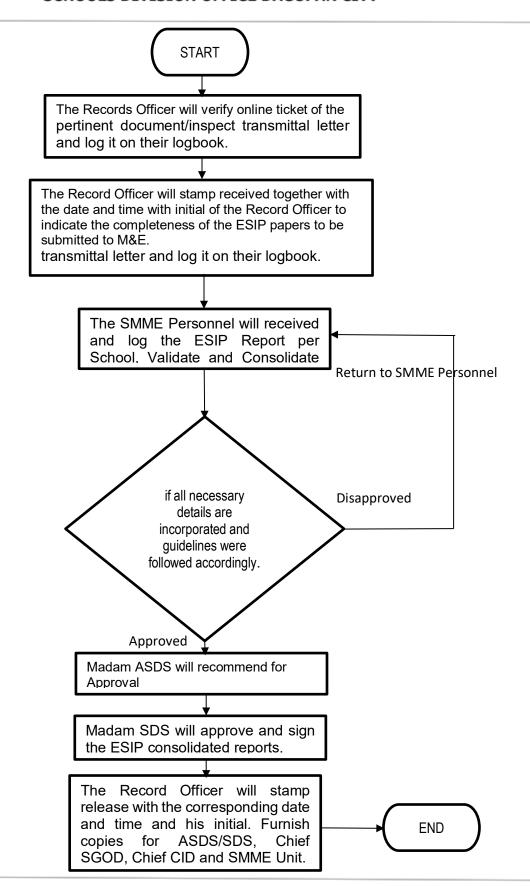




Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Enhanced School Improvement Plan (ESIP)





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

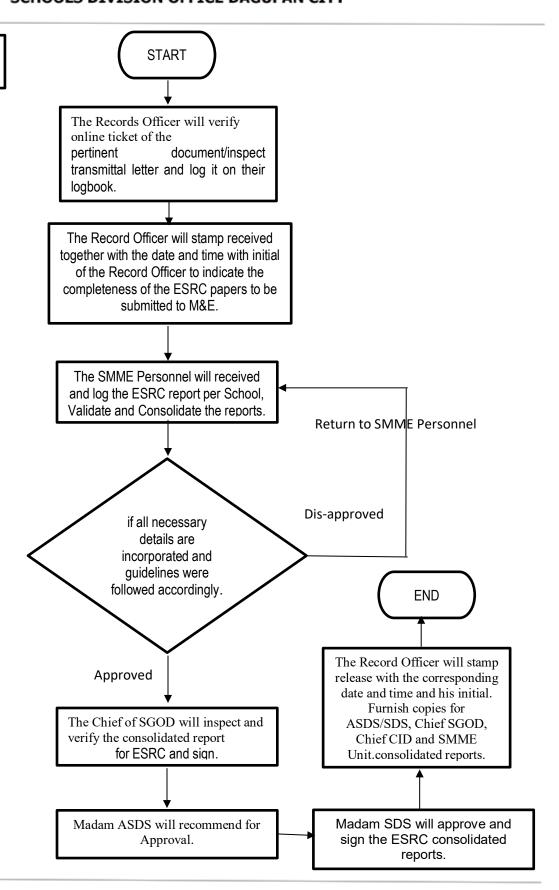




Department of Education REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Electronic School Report Card (ESRC)





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015





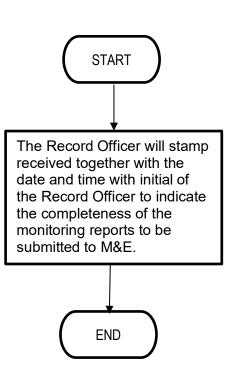
Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Submission of Monitoring Reports for Quarterly Examination

The Records Officer will verify online ticket of the pertinent document/inspect transmittal letter and log it on their logbook.

Submission of National Assessment Monitoring Report for NAT 6,10 and 12, NCAE, and ELLNA





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

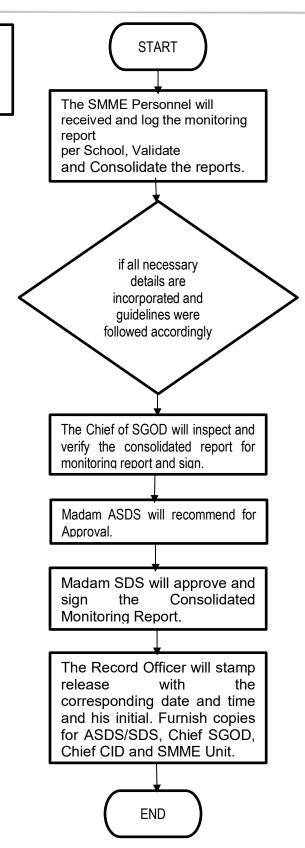




Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Submission of Monitoring Reports for Early Registration, Opening of Classes, Brigada Eskwela, Oplan Balik Eskwela, etc.





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



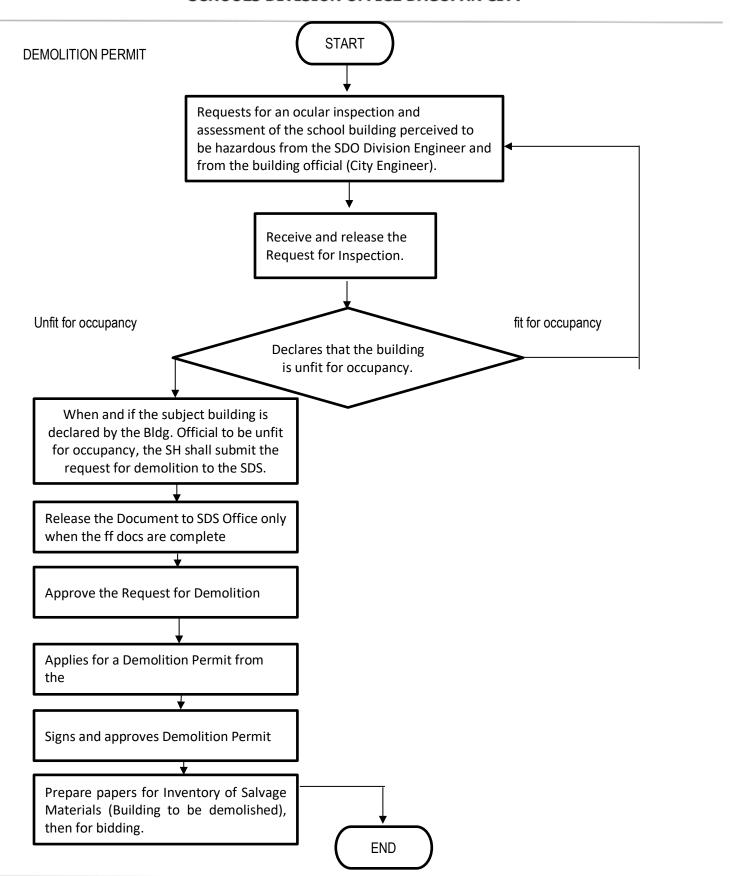
Management System ISO 9001:2015





Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

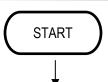




Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

BUILDING PERMIT9FOR NEW CONST, REPAIR, ELECTRIFICATION)



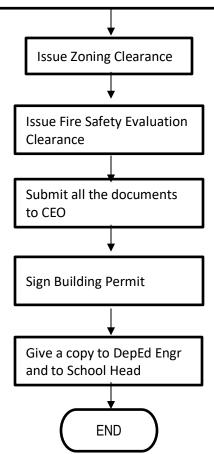
Contractor provide secure Building Permit Form from the City Engineering Office (CEO) and prepare the following documents

Provide proof of lot ownership to contractor, fill-up the application form and sign as applicant. Make an authorization letter authorizing the Contractor to process the Building Permit on his/her behalf.

Provide the ff to the Contractor:

1.6 sets of Plans, 2.Bill of Materials – care of Contractor or IA, 3. Technical Specifications,4. Structural Analysis, Electrical Analysis

- care of Contractor or IA





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



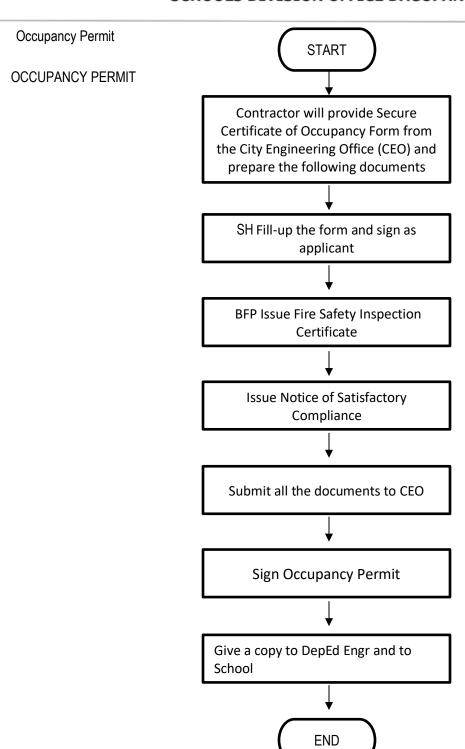
Management System ISO 9001:2015





Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015





Republic of the Philippines Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015





Department of Education **REGION I**

SCHOOLS DIVISION OFFICE DAGUPAN CITY Submission of annual Brigada **START** Eskwela accomplishment report Submit to the Records Office with ticket no.the annual Brigada Eskwela accomplishment report. Return to Records office Accepts only if the following are evident: Dis-approved a.BE Forms 1 to 7 b. Volunteer form c.Generated resources form d.pictorials Approved Validate the contents of the Brigada Eskwela accomplishment report Approve the documents by the OSDS. Release the documents and furnish a copy to the following: 1 school 1 records office 1 Socmob unit by the records office **END**



Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



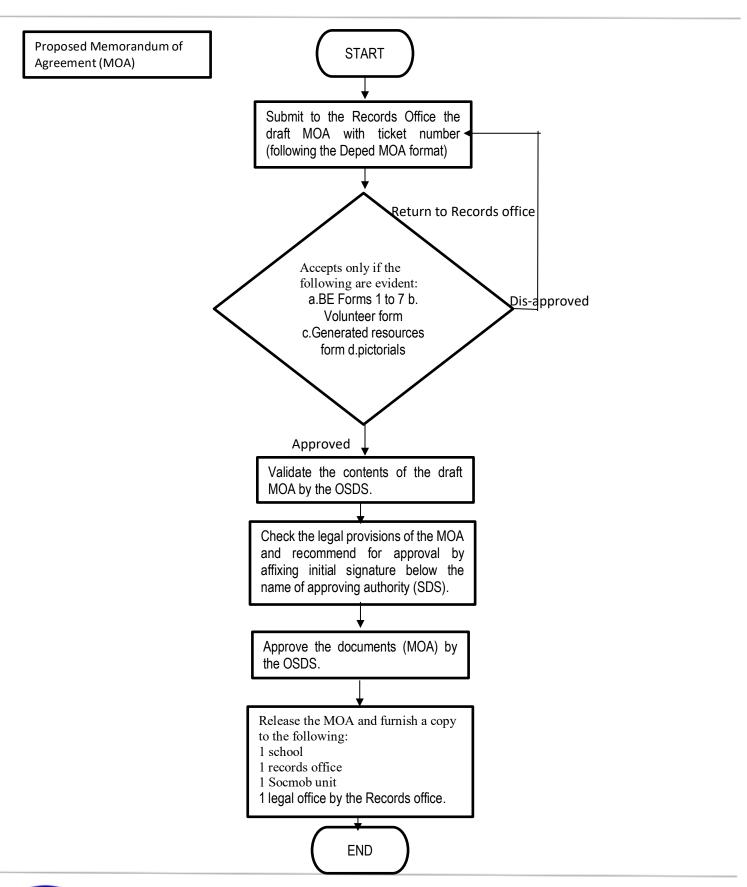
Management ISO 9001:2015





Department of Education REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

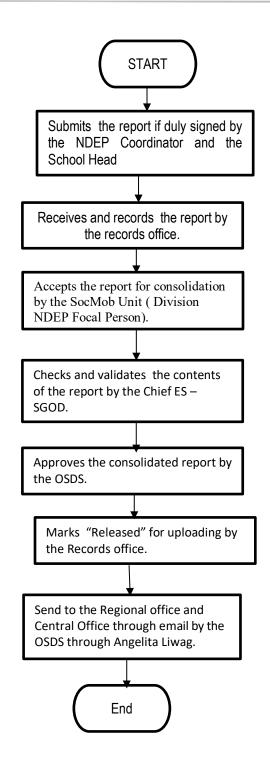




Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Monthly Accomplishment Report on





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015





Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Review of CAR

- Once approved by the Corrective Action Team, the CAR is submitted to the Top Management for approval.
- A CAR may be reissued if Action/s Taken or Root Cause is not correctly identified.

Filing of CAR

 Once approved by the Top Management, the finalized CAR shall be submitted to the CSS Personnel for filing.

Monitoring and Verification of Action Taken

- Monitoring shall be done by the Corrective Action Team within three months to verify if Action Taken by concerned SDO personnel or office is effective.
- If Actions Taken are not effective, the concerned personnel or office will be issued another CAR by the Corrective Action Team. After third issuance, the complaint or issue will be brought to Top Management for action.

End



Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015





Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Customer Feedback Handling Procedure

LOG I LOT



Initial Review of the Complaint

 The CSS personnel shall review the validity and reliability of Poor ratings based on the completeness of customer response in the CSS form. Poor ratings without clear explanation shall be invalidated.

Filling Out of the Feedback Form

 CSS Personnel shall fill out the Feedback Form for further review and investigation of the Corrective Action Team.

Validation of Poor Rating by Corrective Action Team

- Any of the members of the Corrective Action Team shall validate the Poor ratings and comments in the Feedback Form
- Invalidated Poor ratings are returned to CSS personnel for filing.

Issuance of Feedback Form

 The CSS Personnel shall issue Feedback Form to the concerned office. Upon issuance of third Feedback Form by CSS Personnel within the quarter, a Corrective Action Report shall also be issued to the concerned office.

Issuance of Corrective Action Report

- Upon issuance of third Feedback Form, the CSS
 Personnel shall also issue a Corrective Action Report,
 which will be forwarded to the Head of the Office/Unit for
 action.
- Once accomplished by concerned unit, the CAR is submitted to the Corrective Action Team for review as to identified Root Cause and Temporary and Permanent Corrective Actions.

Τ



Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

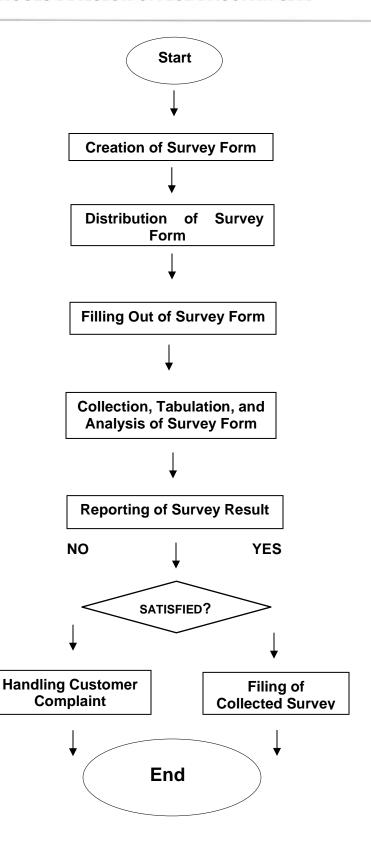




Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Customer Satisfaction





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

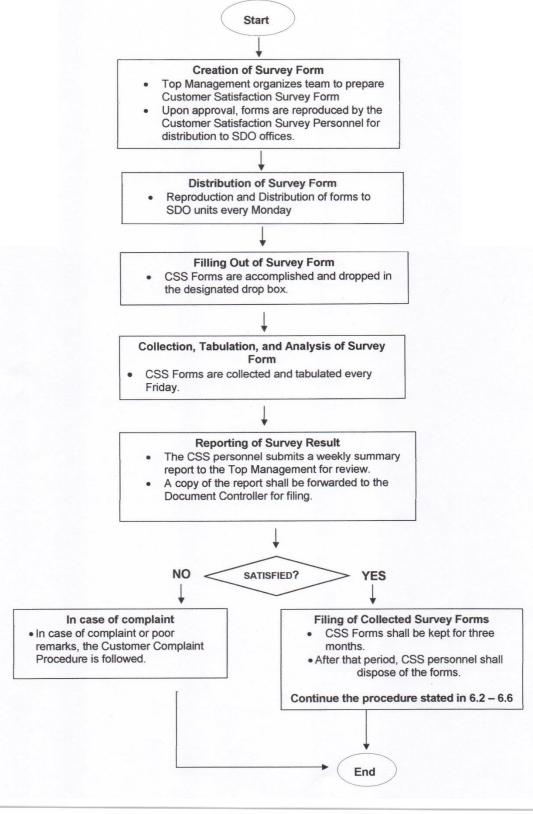




Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Customer Survey Satisfaction





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015



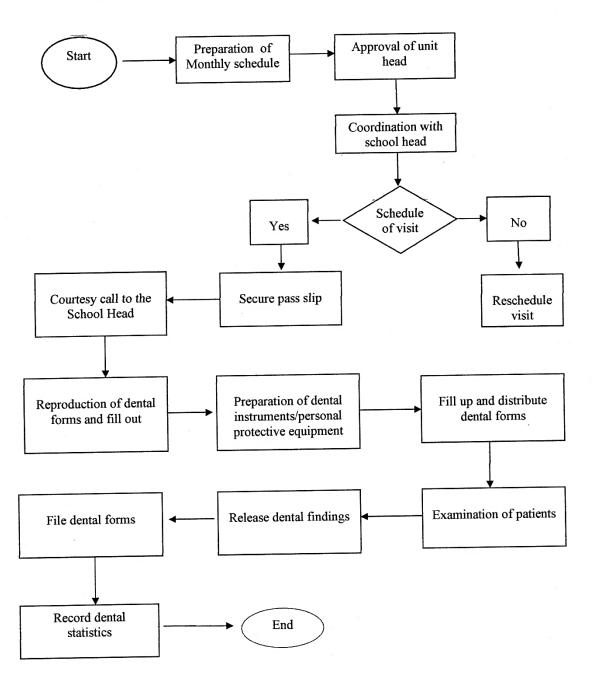


Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Dental Health Services Procedure

7.2 Dental Examination of Learners





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

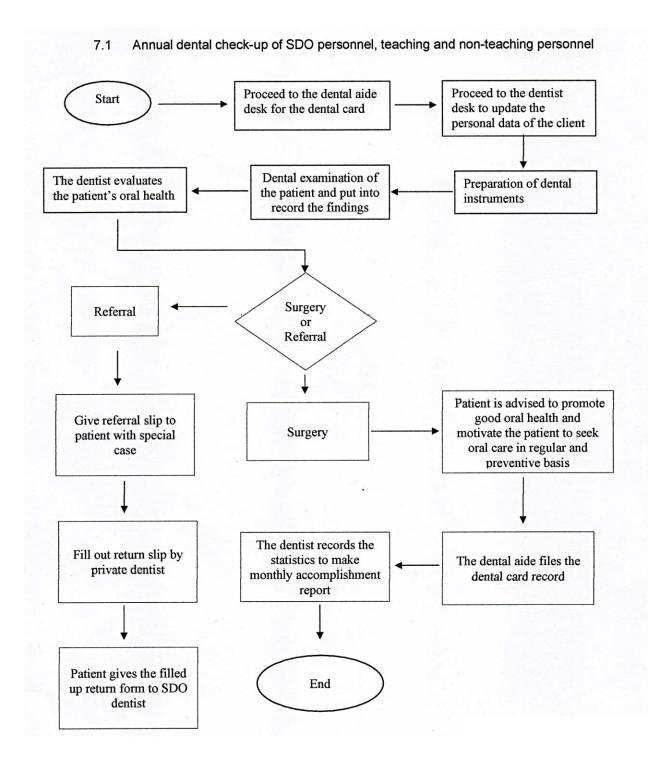




Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Dental Health Services Procedure





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

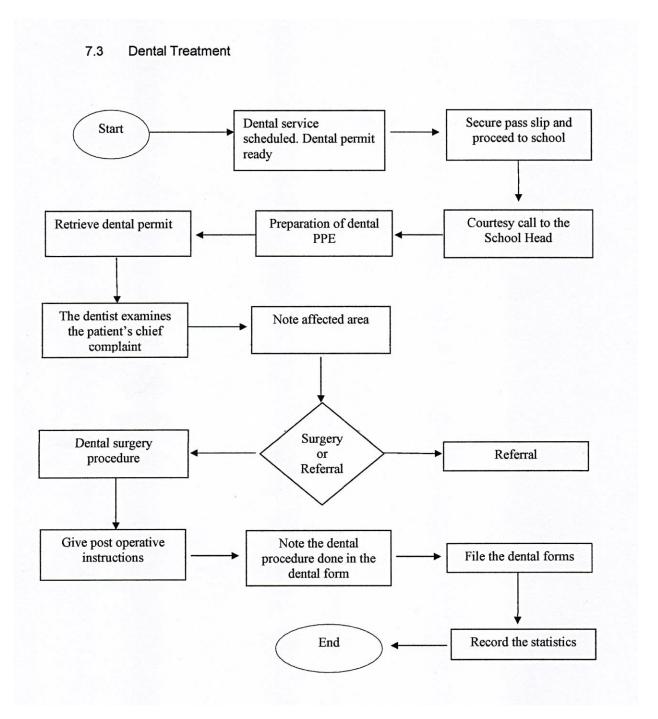




Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Dental Health Services Procedure





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015



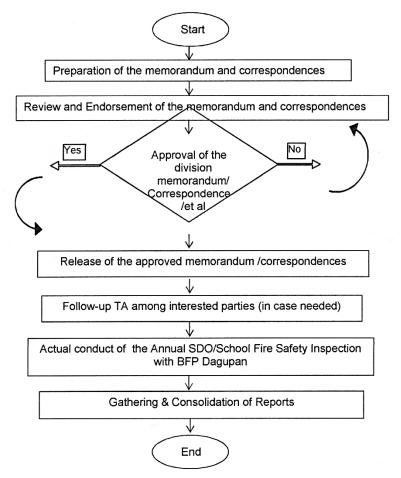


Republic of the Philippines Department of Education REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Disaster Risk Reduction Management Service

7.2 ANNUAL CONDUCT OF SCHOOL & SDO FIRE SAFETY INSPECTION





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015



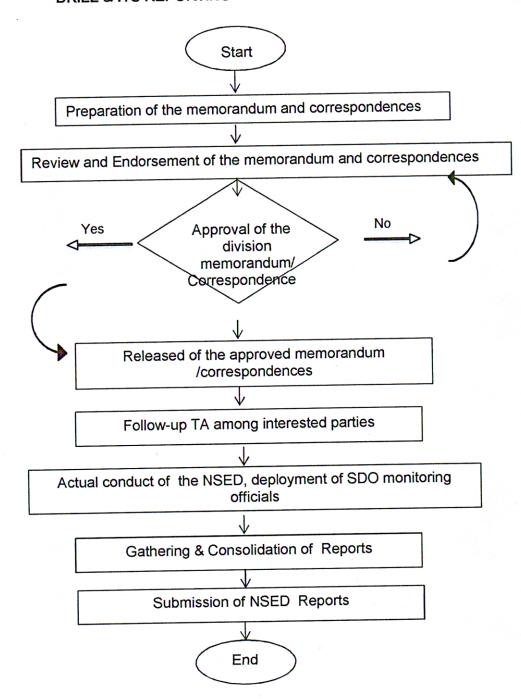


Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Disaster Risk Reduction Management Service

7.1 CONDUCT OF QUARTERLY NATIONAL SIMULTANEOUS EARTHQUAKE DRILL & ITS REPORTING PROCESS FLOW CHART





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015



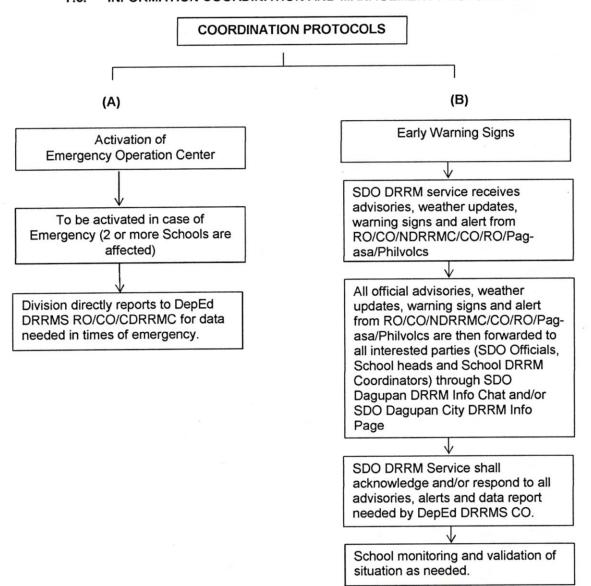


Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Disaster Risk Reduction Management Service

7.3. INFORMATION COORDINATION AND MANAGEMENT PROTOCOLS





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015





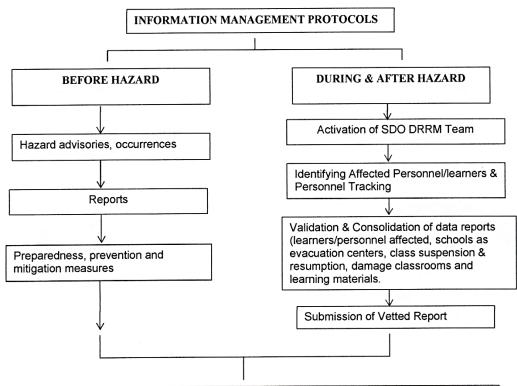
Republic of the Philippines Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Disaster Risk Reduction Management Service

7.3.2 INFORMATION MANAGEMENT PROTOCOLS



RAPID ASSESSMENT OF DAMAGES REPORT (RADAR 1 & 2)

Immediately after hazard, the SDO DRRM ensures that all schools shall submit report using the RaDaR template through SMS <u>within 72 hours</u> after any hazard or emergency to facilitate the immediate determination of needs and provision of the necessary assistance.

SDO DRRM submits Certificate of No Damage in case of no damages incurred in all schools as validated from all interested parties.



Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com

email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

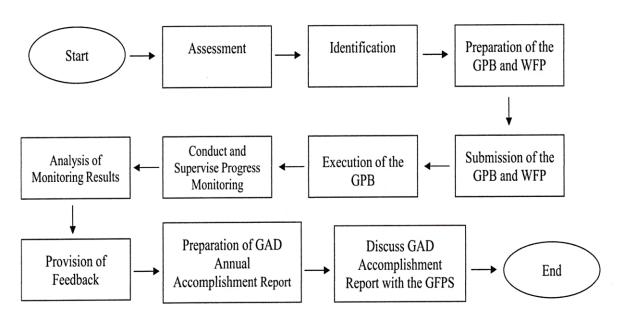




Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Gender and Development Programs





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



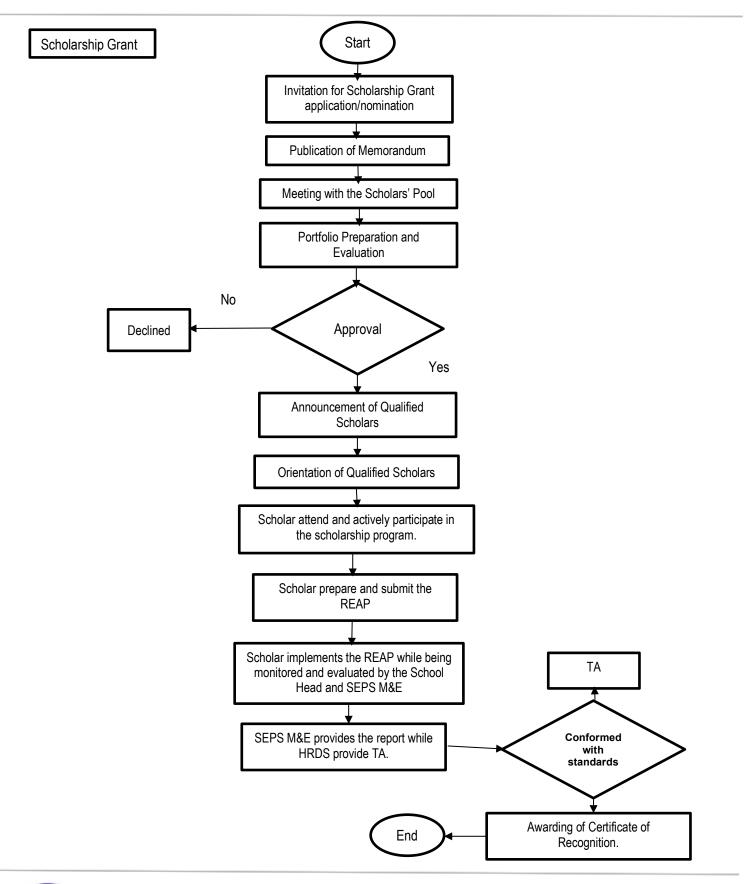
Management System ISO 9001:2015





Department of Education **REGION I**

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



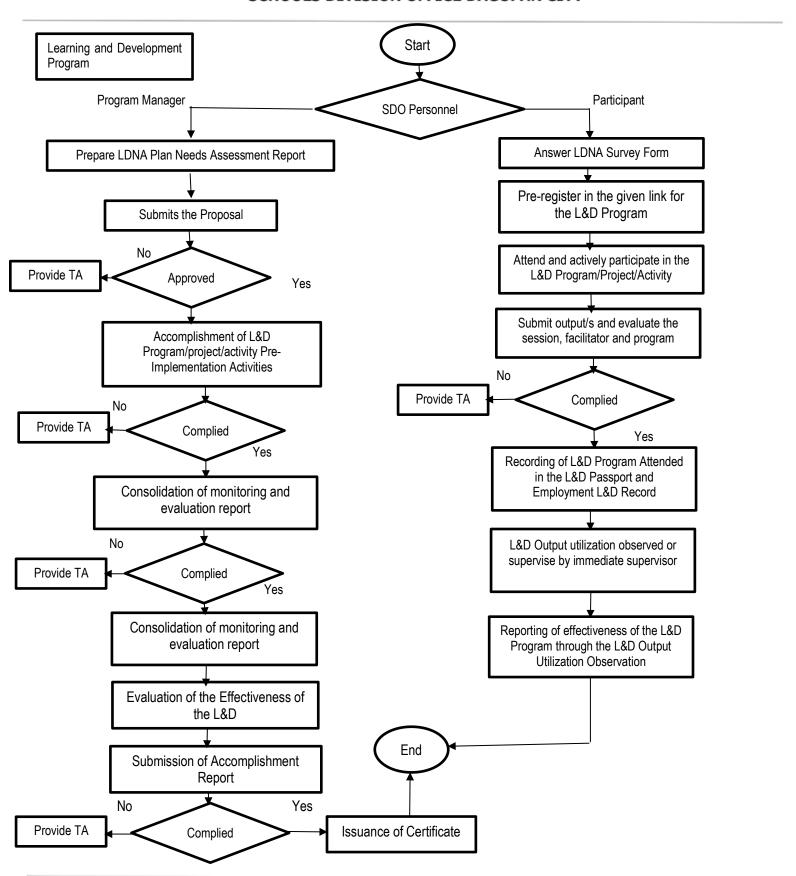
Management ISO 9001:2015





Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



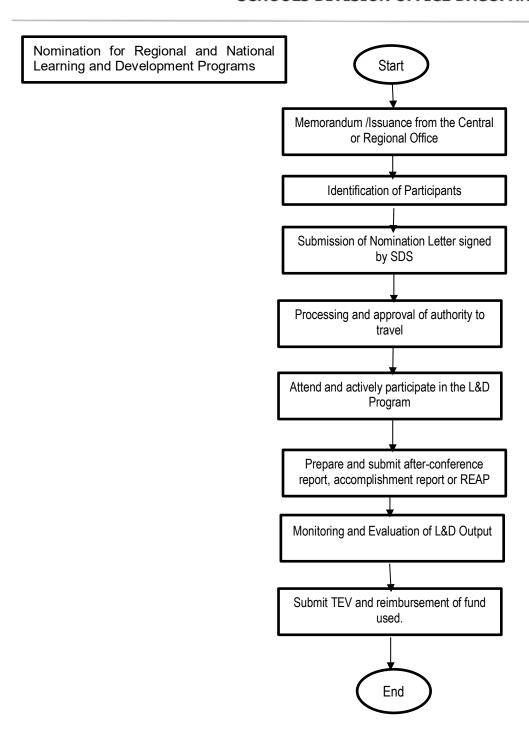
Management System ISO 9001:2015





Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

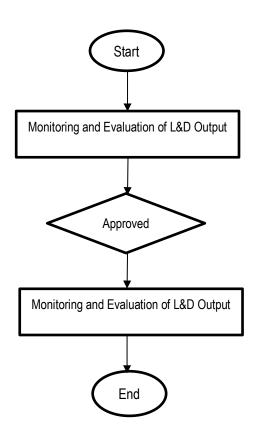




Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Permit to Study/Teach





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

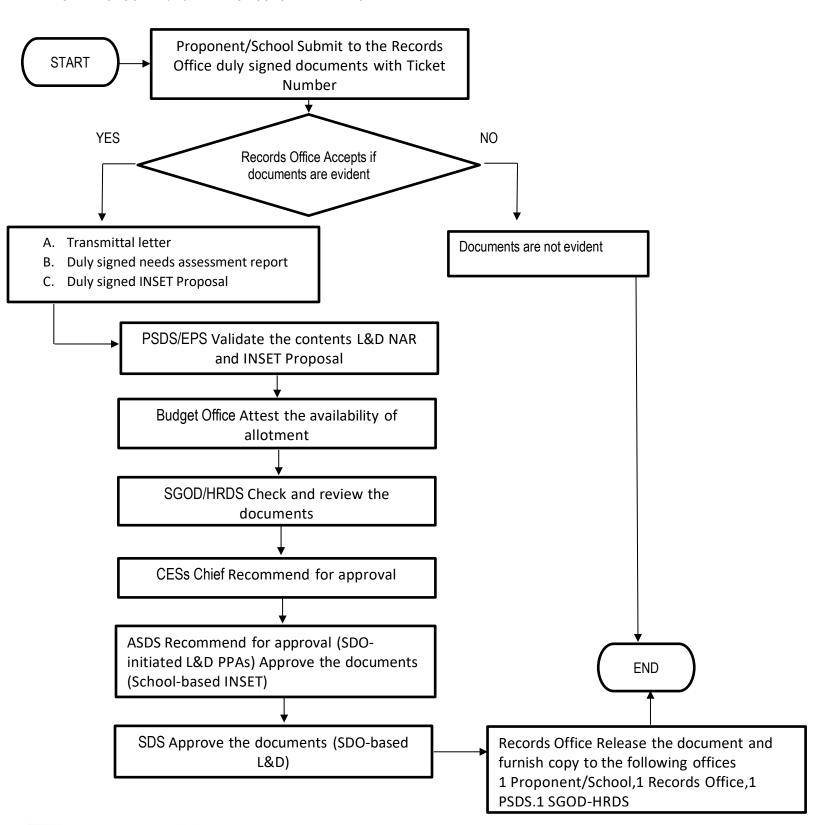




Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY

INSET PROPOSAL W/ L&D NEEDS ASSESTMENT REPORT





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



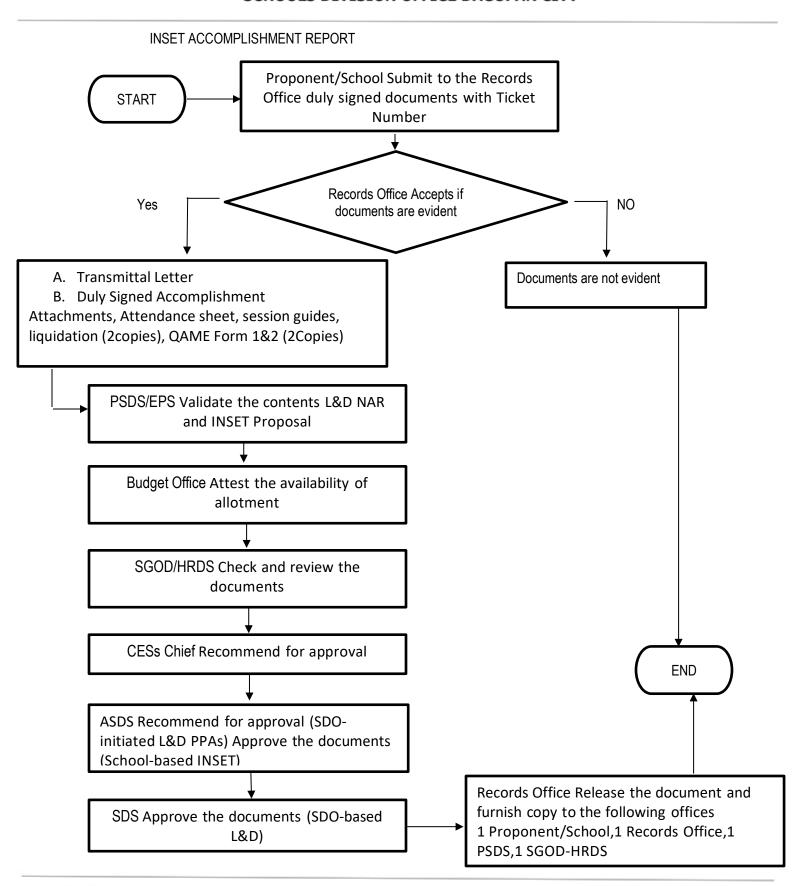
Management System ISO 9001:2015





Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



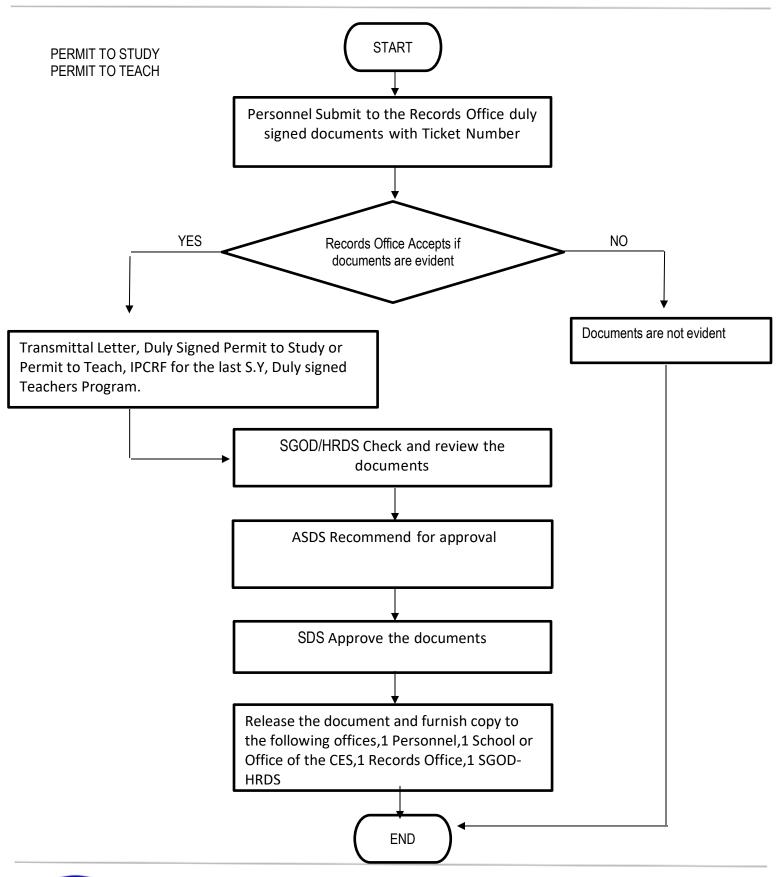
Management System ISO 9001:2015





Department of Education REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



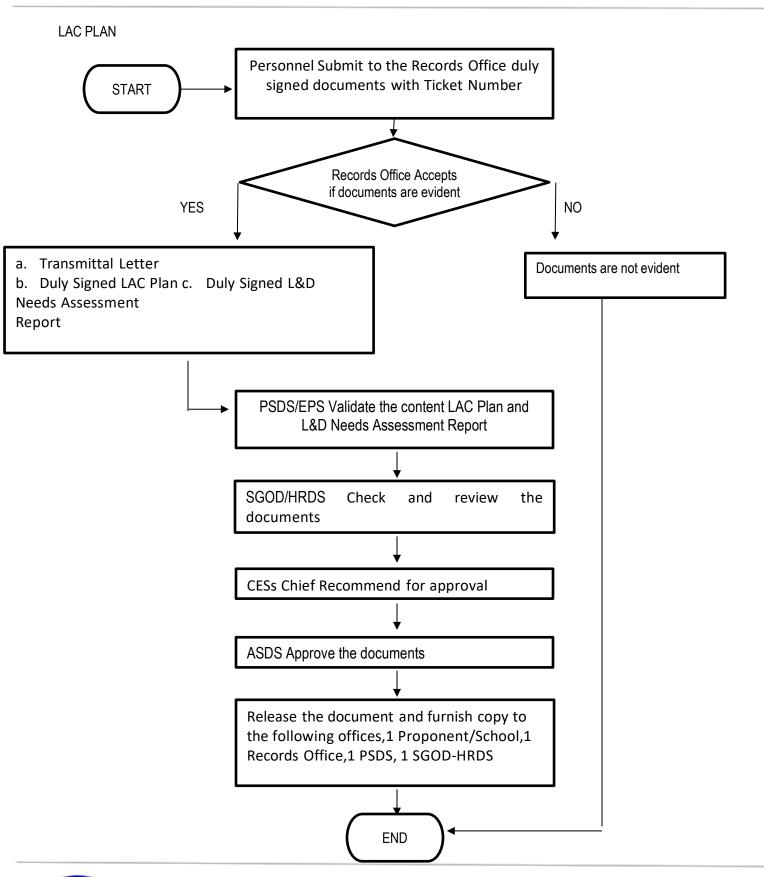
Management System ISO 9001:2015





Department of Education

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



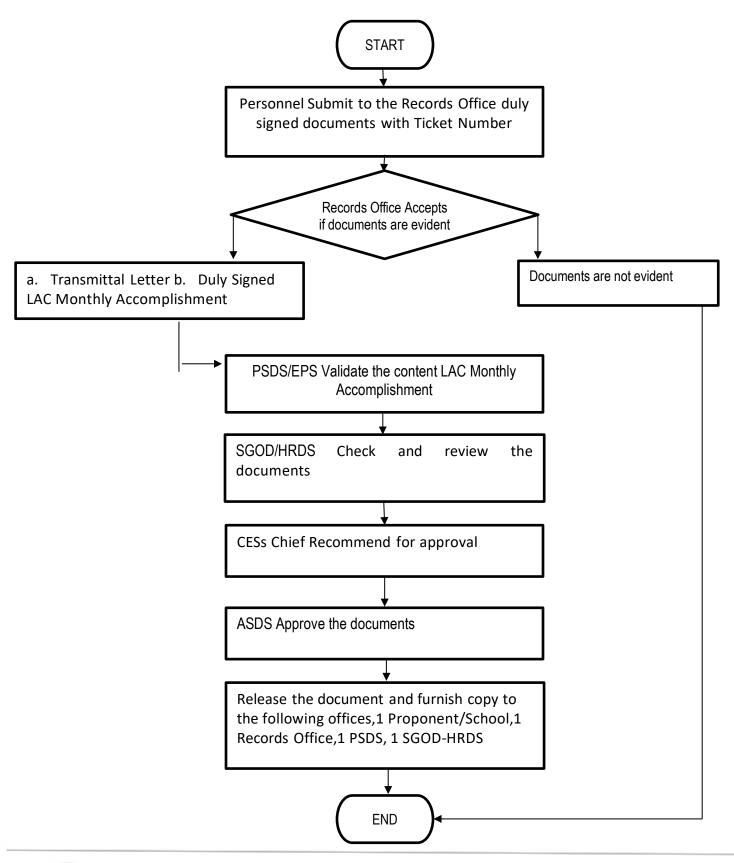
Management System ISO 9001:2015





Department of Education REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



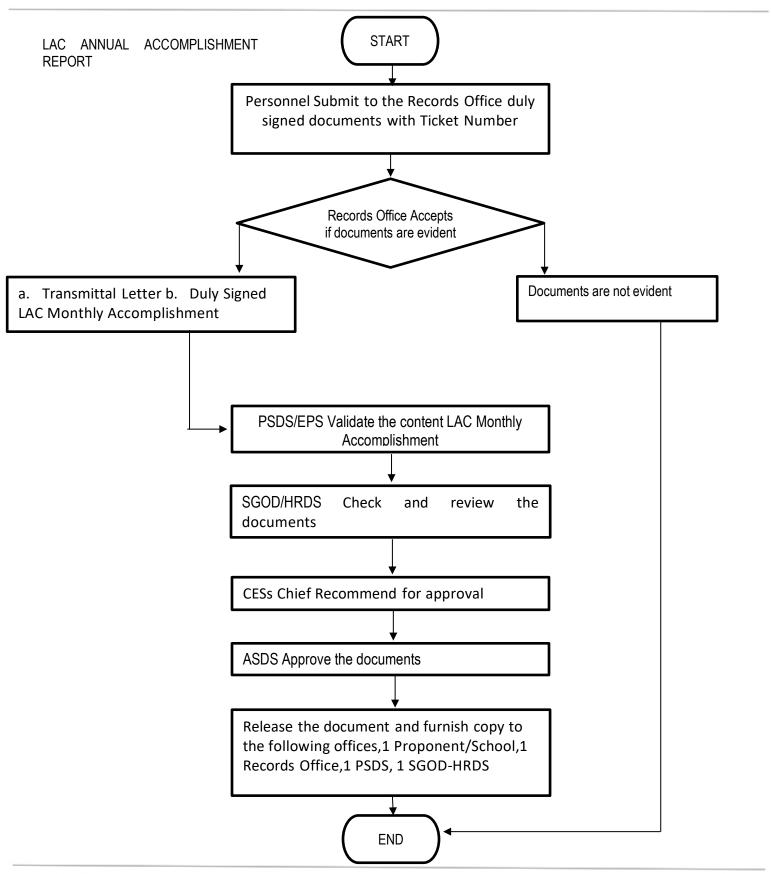
Management System ISO 9001:2015





Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

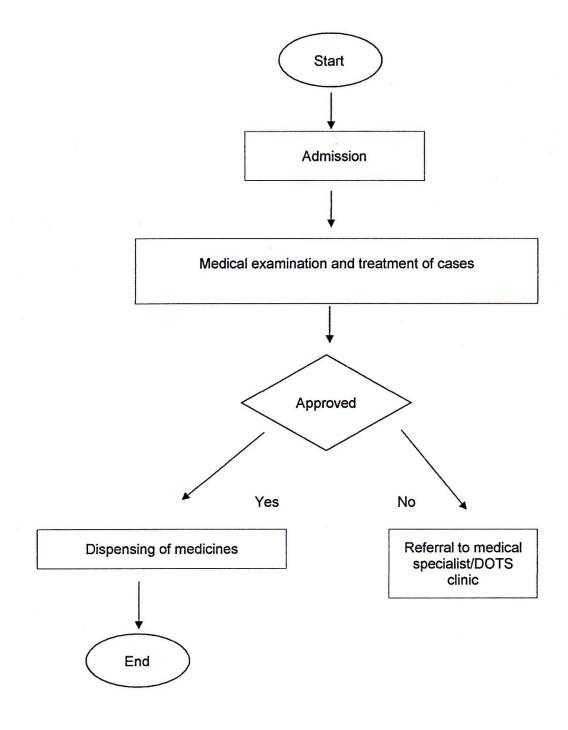




Department of Education REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Annual Medical Examination of Teachers and Non-Teaching Personnel





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

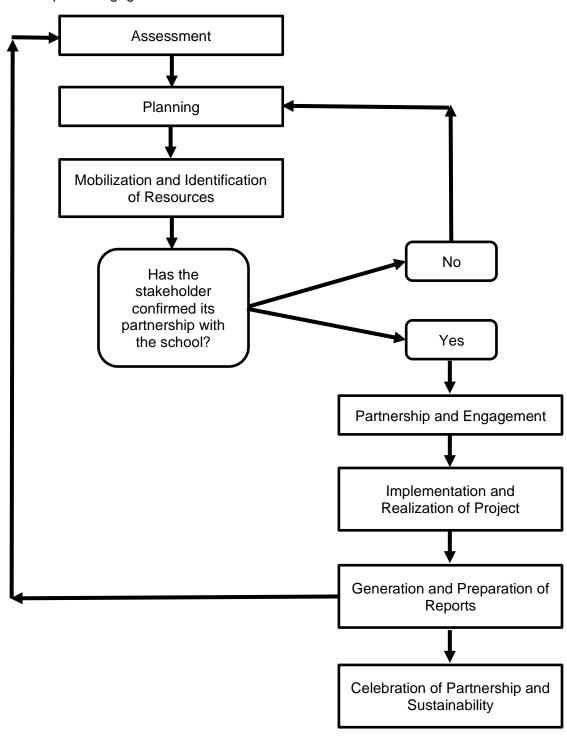




Department of Education REGION 1

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Partnership and engagement with Stakeholders





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

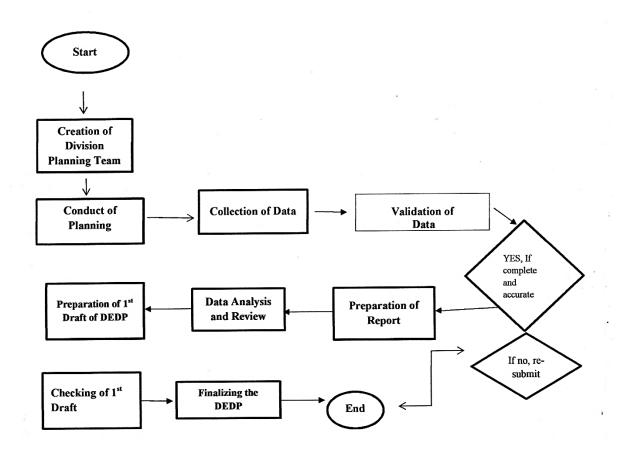




Department of Education REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Preparation of Division Education Development Plan





Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone No: (075) 615-2645 | 615-2649

Website: depeddagupan.com email: dagupan.city@deped.gov.ph



Management System ISO 9001:2015

