



Department of Education
Region III
Division of City Schools
Angeles City

Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 888-0582/Fax Nos. (045) 322-4702; 887-6099



October 6, 2018

DIVISION MEMORANDUM

No. 443 s. 2018

To: Assistant Schools Division Superintendent, OIC
Chief, Curriculum Implementation Division
Chief, Schools Governance Operations Division
Unit Heads
All Heads of Elementary and Secondary Schools

RELEASED

OCT 09 2018

By DepED Angeles City
Division of City Schools

ISO Certification of SDO Angeles City

1. The continuation of ISO Certification will be on October 9, 2018 to November 29, 2018 from 8:00 A.M. to 5:00 P.M. at the Gabladon Building, Pulungbulu Angeles City.
2. The project aims to:
 1. assess the internal system of the division;
 2. develop process standards and risk management standards based on required standards of ISO 9001-2015
 3. obtain the ISO certification at the end of November 2018
4. Attached is the schedule of activities from Stage 2 to Surveillance Stage and the personnel involved in each activity.
5. Expenses in the conduct of the said activity shall be charged against **Division INSET Funds** subject to usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of the contents of this Memorandum is earnestly desired.

LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent

SDO ANGELES CITY ISO- ACTIVITY MATRIX

DATE	ACTIVITY	PERSONS INVOLVED	Expected Output
October 2	STAGE 1 Orientation	All Division Personnel	Creation of the following: 1. Management Review Committee 1.1 SDS 1.2 ASDS 1.3 CID Chief 1.4 SGOD Chief 1.5 AO 1.6 Overall Document Controller 1.7 Lead Internal Quality Auditor 2. Quality Management Representatives (QMR) 3. Overall Document Controller 4. Document Controllers per unit 5. Internal Quality Audit(IQA) Team 5.1 Lead Auditor 5.2 At least 20 IQA Member from different units 6. Continuous Improvement Group 6.1 CIG Team Leader 6.2 At least 5 members
October 9-12,2018	STAGE 2 Documentation System for ISO 9001:2015	QMR- 1.SDS, 2. ASDS Process Owner – 3.Chief - CID, 4.Chief –SGOD	Corporate Manual Procedure Manual from each unit Work Instructions Manual from each unit Quality Forms to be used by each unit

		Overall Document Controller 5. Glenn P. Sarmiento Deputy Document Controller 6. Rita Bundalian 7. Emily Sarmiento 8. Noel Reganit Information Communication Technology 9. Aveneir Mendoza Supply 10. Armin L. Tayag Records 11. Edna Canlas Human Resource Management 12. Carol Montes 13. Rosalie Chin Cashier 14. Regie Gozun OSDS Office 15. Roselle Quiambao ASDS Office 16. Jonabelle Gomez Administrative Office 17. Enrique Pangilinan Budget 18. Arnel A. Guevara Accounting 19. Gay Y. Pangilinan 20. Christine Lim Special Program 21. Edgar L. Manabat HRD 22. Arcely G. Garcia Soc. Mob 23. Aiza G. Lugtu Research and Planning 24. Marilou Q. Castro 25. Maria Leonora Rosario SMM&E 26. Elizabeth C. David Education Facilities / DRRM 27. Engr Norma Cabigting 28. Engr. Ma. Cristina Sarmiento PDO 29. Clarissa A. Lagman Education Program Supervisors 30. Edgar S. Nunag 31. Gemima Estrabillo Public Schools District Supervisors 32. Remedios S. Flores 33. Agnes G. Manabat Learning Resource Management System 34. Emily F. Sarmiento 35. Noel Reganit	Job Description and Specifications (JDS) of each employee Customer Feedback System
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		Alternative Learning System 36. Obresita Panlilio Legal Office 37. Atty. Ma. Cristina M. Ayson Medical Unit 38. Gorgonia Pangilinan 39. Rosevee Necessario	
Oct. 16-17, 2018	Risk Assessment for QMS and Practice of Good Housekeeping	Quality Management Representatives (QMR) 1. SDS 2. ASDS Process Owners 3. Chief, CID 4. Chief, SOD Over-all Document Controller – 5. Glen P. Sarmiento Unit Heads 6. Enrique Pangilinan 7. Armin L. Tayag 8. Edna Canlas 9. Carol Montes 10. Luz D. Maghuyop 11. Arnel A. Guevarra 12. Gay Y. Pangilinan 13. Avenier Mendoza 14. Atty. Ma. Cristina Ayson 15. Edgar L. Manabat 16. Gorgonia Pangilinan 17. Arcely G. Garcia 18. Elizabeth C. David 19. Aiza Lugtu 20. Ma. Leonora Rosario 21. Engr. Cristina Sarmiento 22. Engr. Norma Cabigting 23. Clarissa A. Lagman 24. Edgar S. Nunag 25. Dr. Remedios Flores IQA Members 26. Gay Y. Pangilinan – Lead Team Auditor 27. Edna Canlas 28. Rey Cabrera 29. Rochella David 30. Ma. Esperanza S. Malang 31. Dr. Amando Yutuc 32. Leonida K. Quinto 33. Agnes Manabat 34. Dr. Donna Mae Batul 35. Dr. Ramil Policarpio 36. Engr. Ma. Cristina Sarmiento 37. Marcela Jingco 38. Estrelita Lecaros 39. Emelita Gomez	Corporate Risk Register Risk Register from each unit 5S Planning

		40. Maria Tara D. Clemente 41. Lorna Lacsina 42. Patricio Sayson 43. Hilda Garcia 44. Nenita Jorquia 45. Williamson Canlas 46. Elmer Dayrit Deputy Document Controllers 47. Rita Bundalian 48. Emily Sarmiento 49. Noel Reganit CIG Members 50. Gemima Estrabillo 51. Enrique Pangilinan 52. Edgar Manabat 53. Edgar Nunag 54. Aveneir Mendoza 55. Armin L. Tayag 56. Reynaldo Cabrera 57. Anna Marie Carmen M. Romero	
Oct.22-25,2018	Internal Quality Audit	QMR- 1. SDS 2. ASDS Process Owners – 3. Chief- CID, 4. Chief- SGOD Over-all Document Controller 5. Glenn P. Sarmiento Document Deputy Controller 6. Rita Bundalian 7. Emily Sarmiento 8. Noel S. Reganit Internal Quality Audit Team 9. Gay Y. Pangilinan – Team Leader Members 10. Edna Canlas 11. Rey Cabrera 12. Rochella David 13. Ma. Esperanza S. Malang 14. Dr. Amando Yutuc 15. Leonida K. Quinto 16. Agnes Manabat 17. Rochella C, David 18. Dr. Donna Mae Batul 19. Dr. Ramil Policarpio 20. Engr. Ma. Cristina Sarmiento 21. Marcela Jingco 22. Estrelita Lecaros 23. Emelita Gomez 24. Maria Tara D. Clemente 25. Lorna Lacsina 26. Patricio Sayson 27. Hilda N. Garcia 28. Nenita Jorquia	Audit Program Audit Plan Audit Itineraries Audit Checklist Audit Reports Corrective Action Report (CAR)

		29. Elmer S. Dayrit 30. Williamson Canlas	
Nov.6-8,2018	Final Audit for ISO-Alignment	Day 1 and 2 Lead QMR - Process Owner – IQA Team Overall Documenter Document Controllers Day 3 All Division Personnel Lead QMR Process Owner IQA Team Overall Documenter Document Controllers	ISO 9001:2015 Alignment with Certification of Compliance to be issued to SDO-Angeles City
Nov. 27-29,2018	Surveillance Audit with harmonized internal auditing with IQA Team and re-tooling for Doc Controllers	Day 1 and 2 Lead QMR Process Owner IQA Team Overall Documenter Document Controllers Day 3 All Division Personnel Process Owner IQA Team Overall Documenter Document Controllers	Compliance to ISO 9001:2015 Certification