



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



DIVISION MEMORANDUM  
No. 108, s. 2019

RELEASE  
DEFED  
DATE: 3-12-19  
BY: SP6 11:36  
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To: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
All Public Schools District Supervisors  
All School Heads/Principals & Designate  
Quality Management Representative  
Central Document Controller

From: Office of the Schools Division Superintendent

Date: March 11, 2019

Subject: **FY 2019 STRATEGIC PLANNING MEETING**

Relative to the Schools ISO Quality Management System Certification, top management will be holding a Strategic Planning Meeting on March 15, 2019 at the Division Training Center from 8:00 a.m. – 5:00 p.m. to discuss with all concerned status of their documentary requirements and finalize necessary preparation based on timeline recommended (see attached for reference).

For your information and guidance.

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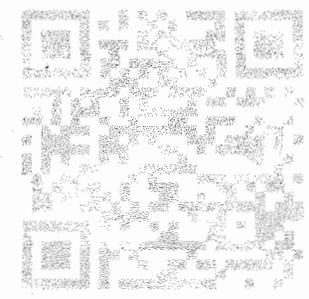
  
**DR. LORNA G. EUGAYONG, CESO VI**  
Schools Division Superintendent



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**SCHOOLS ISO DOCUMENTARY REQUIREMENTS TIMELINE**

Activity	Agreements as per ISO Trainings	Schedule for Completion/Discussion
Submission of the following: ✓ SWOT  ✓ List of Interested Parties  ✓ Risk Registry  ✓ Internal Quality Audit  ✓ Assigned procedure (1)  ✓ SBM or MOOE Procedure?  ✓ List of ISO required documents per clause	✓ Minimum of 3 details per category; if none is applicable then it's ok  ✓ All interested parties applicable  ✓ Per process and per step of process  ✓ Procedure and Corrective Action including forms to be provided by Mam Mavic to schools  ✓ Should be completed after comment of SDO  ✓ Schools to choose  ✓ Per clause should be prepared e.g Clause 4 (SWOT, List of IP; Clause 5 Job Description and Organizational Chart	Until 2 <sup>nd</sup> week of April, 2019           
Finalization of Quality System Manual	To be submitted to ASDS for her review and comments	Until last week of March 2019
Quality Policy and General Objectives	To be formulated by each district with their respective PSDS and SH's/principals	Until 2 <sup>nd</sup> week of April 2019
RE-ECHO OF ISO TRAINING	Awareness and the other trainings attended but only in gist; result will be checked by the Minutes of Meeting, Attendance Sheet	Until 2 <sup>nd</sup> week of April 2019
Visit of Top Management and ISO Consultant to schools	Final review of completed outputs	Between 3 <sup>rd</sup> -4 <sup>th</sup> week of April 2019

Prepared by:  
  
 MARIA VICTORIA S. ANTONIO  
 Quality Management Representative

Noted by:  
  
 DR. LOURDES D. SERVITO  
 Asst. Schools Division Superintendent

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