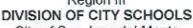
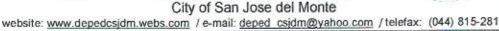


Republic of the Philippines DEPARTMENT OF EDUCATION Region III







June 19, 2018

DIVISION MEMORANDUM

No. **88**, s. 2018

Assistant Schools Division Superintendent TO: **Division Chief** All Concerned Division Personnel

DIVISION TRAINING ON DOCUMENTATION SYSTEM FOR ISO 9001:2015

- This Office announces the conduct of Training on Documentation System for ISO 9001:2015 on June 21-22 and 25-26, 2018 at the Division Library Hub, San Ignacio St., Poblacion, City of San Jose del Monte.
- 2. The training aims to equip all document controllers with knowledge of the ISO 9001:2015 requirements in terms of providing documented information needed in the implementation of Quality Management Systems (QMS).
- 3. Participants, as enumerated in Enclosure No. 1, are expected to come up with the following outputs:
 - a. Corporate Manual
 - b. Procedures Manual
 - c. Work Instructions Manual
 - d. Quality Forms
 - e. Job description and Specifications (JDS) of each employee, and,
 - f. Customer Feedback System
- 4. Expenses incurred in the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules.
- 5. Immediate dissemination of this memorandum to all concerned is enjoined.

Selfascual GERMÉLINA H. PASCUAL, CESO V Schools Division Superintendent

PARTICIPANTS TO THE DIVISION TRAINING ON DOCUMENTATION SYSTEM FOR ISO 9001:2015

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Germelina H. Pascual, CESO V Schools Division Superintendent 1 Janette D Sta. Maria Administrative Assistant III 2

Maria Carmen P. Cuenco, CESO VI 3 Asst. Schools Division Superintendent

Maria Mercedez M. Bijasa 4 Administrative Aide VI Arthur F. Francisco 5 Info Technology Officer Ma. Jima T. Cadiz Administrative Officer V 6 Carter L. Mangahas 7 Administrative Aide VI 8 Ma. Theresa M. Roxas Administrative Officer IV Nancy V. Rioja 9 Administrative Assistant II Dennis P. Garcia 10 Administrative Officer IV Eluisa L. Icang 11 Administrative Aide VI

12 Jeanny G. Roldan Administrative Officer IV 13 Jonie-May S. Francisco Administrative Aide VI Maria Socorro M. De Guzman Administrative Officer IV 14 Ma. Rosario DR. Romano 15 Administrative Aide VI

16 Kristine Joy D. Quezada Accountant III

Rowena R. Perez Administrative Assistant III 17 18 Orlando D. Gonzales Administrative Officer V 19 Reginald DL. Serrano Administrative Aide VI

CURRICULUM IMPLEMENTATION DIVISION

20 Rolando T. Sotelo Chief Education Supervisor Teresita A. Mateo Administrative Aide VI 21

22 Esperanza D. Cruz Education Program Supervisor - I 23 Emmanuel V. De Mesa Education Program Supervisor - I Angelina F. Lim Public Schools District Supervisor 24 Mary Ann M. Neira 25 Public Schools District Supervisor 26 Marlon P. Daclis Education Program Supervisor - I Maria Eleanor B. Del Rosario Project Development Officer - I

Senen B. Jane 28 Education Program Supervisor - I 29 Vilma A.Marquez **Education Program Specialist** 30

Jocil C. Razal Librarian

Amelita A. Campo Education Program Supervisor - I 31

SCHOOLS GOVERNANCE AND OPERATIONS DIVISION

32 Bernadette B. Rosaroso Education Program Supervisor - I 33 Manuel P. Dela Cruz Senior Education Program Specialist Noel B. Burce 34 Education Program Specialist Robesa R. Hilario Senior Education Program Specialist 35 Urcesio A. Sepe Education Program Specialist 36 37 Merlita DM. Ynciona Senior Education Program Specialist

38 Conrado O. Abraham Education Program Specialist

Renato L. Ignacio 39 Senior Education Program Specialist 40

Ma. Felisa C. Camino Planning Officer Manuel T. Caliboso 41 Project Development Officer

42 Isaac Jay B. Salinas Division Engineer

43 Marife C. Arandela Project Development Officer 44

Margie M. Duro Project Development Officer 45 Mary Ann L. Soriano Medical Officer III

Jennifer F. Fuentes 46 Dentist