



June 19, 2018

**DIVISION MEMORANDUM**

No. 88, s. 2018

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

**DIVISION TRAINING ON DOCUMENTATION SYSTEM FOR ISO 9001:2015**

1. 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.

**GERMELINA 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**

1	Germelina H. Pascual, CESO V	Schools Division Superintendent
2	Janette D Sta. Maria	Administrative Assistant III
3	Maria Carmen P. Cuenco, CESO VI	Asst. Schools Division Superintendent
4	Maria Mercedes M. Bijasa	Administrative Aide VI
5	Arthur F. Francisco	Info Technology Officer
6	Ma. Jima T. Cadiz	Administrative Officer V
7	Carter L. Mangahas	Administrative Aide VI
8	Ma. Theresa M. Roxas	Administrative Officer IV
9	Nancy V. Rioja	Administrative Assistant II
10	Dennis P. Garcia	Administrative Officer IV
11	Eluisa L. Iclang	Administrative Aide VI
12	Jeanny G. Roldan	Administrative Officer IV
13	Jonie-May S. Francisco	Administrative Aide VI
14	Maria Socorro M. De Guzman	Administrative Officer IV
15	Ma. Rosario DR. Romano	Administrative Aide VI
16	Kristine Joy D. Quezada	Accountant III
17	Rowena R. Perez	Administrative Assistant III
18	Orlando D. Gonzales	Administrative Officer V
19	Reginald DL. Serrano	Administrative Aide VI

**CURRICULUM IMPLEMENTATION DIVISION**

20	Rolando T. Sotelo	Chief Education Supervisor
21	Teresita A. Mateo	Administrative Aide VI
22	Esperanza D. Cruz	Education Program Supervisor - I
23	Emmanuel V. De Mesa	Education Program Supervisor - I
24	Angelina F. Lim	Public Schools District Supervisor
25	Mary Ann M. Neira	Public Schools District Supervisor
26	Marlon P. Daclis	Education Program Supervisor - I
27	Maria Eleanor B. Del Rosario	Project Development Officer - I
28	Senen B. Jane	Education Program Supervisor - I
29	Vilma A. Marquez	Education Program Specialist
30	Jocil C. Razal	Librarian
31	Amelita A. Campo	Education Program Supervisor - I

**SCHOOLS GOVERNANCE AND OPERATIONS DIVISION**

32	Bernadette B. Rosaroso	Education Program Supervisor - I
33	Manuel P. Dela Cruz	Senior Education Program Specialist
34	Noel B. Burce	Education Program Specialist
35	Robesa R. Hilario	Senior Education Program Specialist
36	Urcesio A. Sepe	Education Program Specialist
37	Merlita DM. Ynciong	Senior Education Program Specialist
38	Conrado O. Abraham	Education Program Specialist
39	Renato L. Ignacio	Senior Education Program Specialist
40	Ma. Felisa C. Camino	Planning Officer
41	Manuel T. Caliboso	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
46	Jennifer F. Fuentes	Dentist