



July 16, 2018

DIVISION MEMORANDUM

No. 10 5s. 2018

TO: Assistant Schools Division Superintendent
Division Chief
Internal Quality Audit Team
All Others Concerned

DIVISION TRAINING ON RISK MANAGEMENT AND PRACTICE OF GOOD HOUSEKEEPING FOR ISO 9001:2015

1. This Office announces the conduct of Training on Risk Management and Practice of Good Housekeeping for ISO 9001:2015 on July 19-20, 2018, 9:00am-5:00pm at the Division Library Hub, San Ignacio St., Poblacion, City of San Jose del Monte.
2. The training aims to equip the management and all document controllers with the knowledge and strategies on assessing risk and opportunities in relation to quality management system.
3. Participants, as enumerated in Enclosure No. 1, are expected to come up with the following outputs:
 - a. Corporate Risk Register
 - b. Risk Register from each unit
 - c. 5S planning
4. All expenses incurred in the conduct of this activity will be charged against MOOE. The usual accounting and auditing rules apply.
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 RISK MANAGEMENT AND PRACTICE OF GOOD HOUSEKEEPING FO ISO 9001:2015

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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

CURRICULUM IMPLEMENTATION DIVISION

20	Rolando T. Sotelo	Chief Education Supervisor
21	Teresita A. Mateo	Admin. Aide VI
22	Esperanza D. Cruz	Education Program Supervisor I
23	Esperanza Española	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 Eleonor B. Del Rosario	Project Development Officer II
28	Senen B. Jane	Education Program Supervisor I
29	Vilma A. Marquez	Education Program Specialist
30	Jocil C. Razal	Librarian II
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	Mary Lei Jane Batan	Nurse II
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 III
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

INTERNAL QUALITY AUDIT (IQA) TEAM LEAD AUDITOR

47	Maria Cristina H. Nogoy	Education Program Supervisor I
48	Ma. Corazon P. Loja	Education Program Supervisor I
49	Lydia T. Velunta	Public Schools District Supervisor
50	Ma. Socorro B. Lindo	Public Schools District Supervisor
51	Danilo A. Casas	School Principal III
52	Florida Gonzales	School Principal II-SHS
53	Elisa U. Jarabe	School Principal I
54	Jeaz DC. Campano	Head Teacher III
55	Lourdes Solomon	School Principal IV
56	Flordeliza M. Limon	School Principal IV
57	Ma. Shirley A. Macawile	School Principal IV
58	Nerliza C. Miranda	School Principal III
59	Wendell P. Herrera	Master Teacher I
60	Corazon Manuel	Master Teacher I