



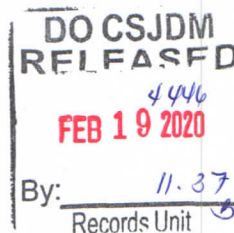
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Schools Division of San Jose del Monte City



**MEMORANDUM**

To: All SDO Personnel

From: **MERLINA P. CRUZ** PhD, CESO VI  
Officer-In-Charge  
Office of the Schools Division Superintendent



Subject: **SCHOOLS DIVISION ISO MANAGEMENT ACTIVITIES**

Date: February 19, 2020

1. This Office announces the schedules of Schools Division ISO Management Activities to wit:

Objectives	Strategy/Program	Task Owner	Target Date of Implementation
1. To update the Organizational structure and QMS Structure	1.1 Review and analysis of the Organizational Structure and QMS Structure 1.2 Conduct re-orientation of personnel by functional division. 1.3 Clarifying Specific Roles and Responsibilities of SDO personnel and checking against the individual JDSes 1.4 Inclusion of newly appointed and newly designated personnel in the Organizational Structure and QMS Structure.	QMR, ODC, DCs, UHs, SDO Personnel	January 27, 2020
2. To streamline and simplify rules and procedures	2.1 Review and analysis of the processes and procedures 2.2 Determining thee processes and procedures that can be combined, excluded or simplified 2.3 Updating the QMS	ODC, UHs, DCs, Process Owners	February 20, 2020
3. To upgrade the capacity of all document controllers	3.1 Retooling of all Document Controllers	QMR, ODC, DCs, IQA MRC	February 20, 2020 February 27, 2020 July 16-17, 2020



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4. To update the SWOT Analysis and reinventing ROR	4.1 Review and analysis of the SWOT 4.2 Conduct of mapping activities 4.3 Re-articulating the SWOT	MRC, DCs, Process Owners	February 18, 2020
5. To align the QMS Model and the expectations and Requirements of Interested Parties to the QMS	5.1 Review and analysis of the QMS Model and Expectations and Requirements of Interested Parties 5.2 Resolving the inconsistencies in the QMS Model and in the expectations and requirements of interested parties 5.3 Re-designing of the QMS Model and re-articulating the expectations and Requirements of Interested Parties	MRC & DCs	March 7, 2019
6. To improve the Quality policy and Objectives	6.1 Review and Analysis of Quality Policy and Objectives 6.2 Revision of Quality Policy and Objectives	MRC	March 4, 2019 (done)
7. To include all processes under each functional division in the QMS	7.1 Meeting with the DCs and Process Owners 7.2 Updating with the JDSes 7.3 Preparation and submission of revised PM to include in the QMS 7.4 Provision and inclusion of routing slip	QMR, ODC, DCs Process Owners	March 3, 2020 effective date April 4, 2020
8. To improve the Corporate Risk Register	8.1 Review and analysis of the Corporate ROR 8.2 Following the steps in the crafting of ROR 8.3 Presentation of the ROR to all concerned 8.4 Finalization of the ROR	MRC	February 18, 2020 March 18, 2020
9. To institute continuous improvement in all processes and procedures in every unit / functional division	9.1 Regular collection and processing of Accomplished Feedback Forms  9.2 Conduct of regular CI monitoring  9.3 Regular Housekeeping	MRC, DCs, Process, CIG	(every 1 <sup>st</sup> week of the month /weekly for the following month) April 3, 2020 June 11, 2020 August 7, 2020  OSDS (Every 2 <sup>nd</sup> Friday of the Month) SGOD (Every 3 <sup>rd</sup> Friday of the month)



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			CID (Every 4 <sup>th</sup> Friday of the Month)
10. To ensure compliance with the ISO standards	10.1 Conduct of Internal Audit  10.2 Conduct of Surveillance Audit  10.3 Conduct Audit by DQS	DCs, Process Owners, IQA, EQA, DQA	April 7, 2020 June 18, 2020 August 14, 2020  April 16-17, 2020 June 25, 2020 August 20, 2020  September 24- 25, 2020

2. Expenses shall be charged against Schools Division MOOE subject to the usual accounting and auditing rules and regulations.
3. Immediate and wide dissemination of this Memorandum is enjoined.

cid/im/mmc  
CN-2020-02-002



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