



March 13, 2019

To : OICs-Assistant Schools Division Superintendents/QMRs
Division Chiefs
Unit Heads and Staffs
Education Program Supervisors
Public Schools District Supervisors
ISO Overall Document Controller
Document Controllers, IQAs and CIGs
All Other Personnel and Employees at the SDO

For the enhancement of our systems and processes relative to Quality Management System being implemented at the Schools Division Office of Bulacan, there will be a retooling seminar that will be conducted at the conference hall, 3rd Floor of this office, on March 18, 2019.

The activity aims to revisit, update and upgrade awareness of all personnel and employees on the details of quality management system, and the rudiments of its implementation, in the performance of daily office duties and functions anchored on the standards of ISO 9001:2015. Likewise, the activity will serve as avenue for the different QMS teams to discover relevant and irrelevant forms, documents and practices at their respective disposals so appropriate actions could be taken to further improve along delivery of their products and services, in particular, and QMS implementation at the SDO, in general.

Attached for information, guidance and reference is the itinerary of the one-day seminar.

Cooperation and 100% attendance of all concerned is enjoined.



Very truly yours,


ZENIA G. MOSTOLES, Ed. D., CESO V
Schools Division Superintendent

DIVISION LETTER
No. *047* s. 2019

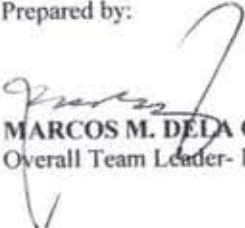
The Schools Division of Bulacan is committed to : 1) provide quality products and services to its customers while abiding with the law and all relevant rules and regulations; 2) address promptly all external and internal issues relevant to its purpose and strategic direction in pursuit of its QMS thereby achieving its intended results; 3) determine and meet the requirements of interested parties that are relevant to the ability of its QMS to meet customer and applicable regulatory requirements; and 4) improve its QMS by reducing its operational inefficiencies and enhancing customer satisfaction.



	INTERNAL QUALITY AUDIT FOR ISO 9001:2015	
RETOOLING ITINERARY March 18, 2019		

DATE/ SITE	BUILDING/ AREA	ORGANIZATIONAL OR FUNCTIONAL UNIT	ACTIVITY
March 18, 2019- 9:00 am SDO Building	Conference Room, 3rd Floor	QMR/MRC	Meeting <i>Discussion of updates on Preparation of Minutes of Meeting; Management Plans for 2019; DEDP, WFP, OPCRF, APP, DMEA, GANTT Chart; Customer Feedback; Improvement; Updated Organizational Structure; QMS Structure; Quality Policy; Quality Objective; Updated ROA; Updated Needs and Expectations of Interested Parties; Practice of Good Housekeeping</i>
March 18, 2019- 11:00 am SDO Building	Conference Room, 3rd Floor	Overall Document Controller Document Controllers	Meeting <i>Discussion on Updating Masterlist of Documents (PMs, WIMs, QFs), Updates on Process-Based Approach based on One DepED, One QMS, Updates on Quality Manuals, Procedure Manuals and Work Instruction Manuals; Procedures for Control of Documents; Practice of Good Housekeeping</i>
March 18, 2019- 2:00 pm SDO Building	Conference Room, 3rd Floor	IQA	Meeting <i>Audit Programs; Audit Plans; Audit Report from last audit</i>
		CIG	Meeting <i>Monitoring Reports on all improvements, including all maintenance plans</i>
March 18, 2019 4:30 pm SDO Building	Conference Room, 3rd Floor	QMR/MRC, ODC, Overall IQA, CIG	Closing Meeting

Prepared by:


MARCOS M. DELA CRUZ
 Overall Team Leader- IQA

Approved:


ZENIA G. MOSTOLES, Ed. D., CESO V
 Schools Division Superintendent

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