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Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF BULACAN

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: www.bulacandeped.com Email: bulacan@deped.gov.ph



September 2, 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

With reference to Division Memorandum No. 106, s. 2019, please be informed that the conduct of retooling for the enhancement of systems and processes in sub-offices at SDO-Bulacan for the third quarter of CY 2019 is scheduled to take place at the Conference Hall, 3rd Floor, Division Office Building, City of Malolos, Bulacan on September 4-6, 2019.

The activity aims to revisit, update and upgrade awareness of all personnel and employees as a continuing initiative geared toward improvement of the implementation of quality management system in the delivery and 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 their strengths and weaknesses and upgrade their capabilities in the carryout of their assigned tasks in the interest of helping the key players achieve the goals of QMS in the performance of office functions, with customer satisfaction retained as a primordial concern.

Highlighting the seminar is the conduct of harmonized surveillance audit by the 2nd Party Representative and the designated QMS Internal Quality Auditors which will take place in all sub-offices and units, the same constituting concluding activity of the said seminar.

Attached for information, guidance and reference is the matrix of activities for the three-day retooling 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. 157 s. 2019



September 2, 2019

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Schools Division Superintendent

DIVISION LETTER
No. s. 2019



ISO 9001:2015

RETOOLING MATRIX ON THE IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM

CY 2019-Quarter 3



DATE	TIME	ACTIVITY	RESOURCE SPEAKER	VENUE
September 4, 2019	8:00-8:30	Opening Program		Conference Hall
	8:30-12:00	Retooling of QMR, MRC, ODC DCs and CIG - <i>Assessment of compliance with DQS findings, Updates on Customer Feedback, Updates on Risks and Opportunities, Updates on Legal Compliances, 2019 Management Plan (QMP, DEDP, OPCRf including GANTT Chart, WFP and APP), Updates on MRC Meetings</i> LUNCH BREAK	MS. MARY ROSE CASADORES Auditor, Second Party Representative	Conference Hall
	12:00-1:00 1:00- 5:00	Continuation of Retooling of QMR, MRC, ODC DCs and CIG – <i>Updates on QMS, Updates on PMs, WIMs and QFs, Updates on Org. Structure/QMS Structure, QMS Process Aligned with One DepEd One QMS, Updates on Interested Parties, Updates on SWOT, Discussion with CIG (monitoring of practice of good housekeeping, facility Improvement, Maintenance Plans for ICT, Equipment and Appliances, Transport Vehicle, Monitoring of Process Improvement)</i>	MS. MARY ROSE CASADORES Auditor, Second Party Representative	Conference Hall
September 5, 2019	8:00-12:00	Retooling of IQAs - <i>Calibration of IQA using ISO 19011:2018, Meeting with IQAs, Preparation of Audit Plan, Preparation of Audit Programme</i>	MS. MARY ROSE CASADORES Auditor, Second Party Representative	Conference Hall
	12:00- 1:00	LUNCH BREAK		
	1:00 – 2:00	Opening Meeting	IQA Lead Auditor IQA and 2nd	Conference Hall OSDS/ CID Sub-

	2:00-5:00	Harmonized Surveillance Audit	Party Auditor	Offices
September 6, 2019	8:00-12:00	Continuation of Harmonized Surveillance Audit	IQA and 2 nd Party Auditor	SGOD Sub- Offices
	1:00- 3:00	Preparation of Audit Reports	IQA Team Leaders	Conference Hall
	3:00-5:00	Closing Meeting		Conference Hall