

Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION SCHOOLS DIVISION OFFICE OF ABRA



August 11, 2021

DIVISION MEMORANDUM No. 267 , s. 2021

SDO-ABRA ISO SURVEILLANCE AUDIT TIMELINES AND ACTIVITIES

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
Education Programs Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Quality Management System Focal Persons
All Others Concerned

- 1. To continually deliver citizen-centric quality public service and in compliance to the provisions of DepEd Order No. 009, s. 2021 entitled "Institutionalization of a Quality Management System in the Department of Education", this Office necessitates the conduct of ISO preliminary activities to prepare the office in the upcoming surveillance audit by the certifying body.
- 2. This memorandum aims to provide information on the roles and responsibilities of each personnel, timelines and activities to be conducted ensuring the delivery of quality services and fostering continuous improvement.
- 3. The following timelines and activities will be conducted through online and limited face to face:

Timelines	Activities	Person In-Charge
August 17, 2021	Virtual Orientation on IPCRF and OPCRF Encoding in the Google Sheet (Online)	Eden T. Adriatico and Deo M. Ramos
August 18-19, 2021	Workshop on the Encoding of the IPCRF and OPCRF of each employee in the Google Sheet	All Personnel in the division
August 20, 2021	Presentation of the compliance of each personnel in different division(F2F)	
August 11 – August 22	Data gathering on the Situation of the municipalities and the	Please see next row.



Website:

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ISO 9001:2015 Certified Quality Management System CRN 50500994 QM15



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	province as a whole on the	
	different external factors	
August 23, 2021	Conduct of situational analysis on the following areas: a. Social and economic factors b. Technological	
	Factors c. Environmental Factors (DRRM situations, geo- hazard map) d. Political factors (international, national, regional,	Florencio Rifareal Jr Hedwig M. Belmes and CID personnel Jan Nowel Peña
	local and partnerships) e. Legal Factors f. Cultural factors g. Values, Culture of the personnel, succession, morale, commitment, and leadership	Atty. Janneliza Taloma Adelaida Bogayao Eden T. Adriatico Deo M. Ramos
	h. Customer satisfaction survey i. Systems and processes; - ISO certification - PRIME-HRM	ASDS Ronald T. Marquez Eden T. Adriatico
		Corna Llaneza Gemma Cabutaje Lorna Llaneza Meldie M. Damian
August 24, 2021	Presentation of Situational Analysis (F2F) Virtual Orientation on SWOT, List of Interested Parties and Needs	Hedwig M. Belmes Lemuel B. Dickson Janet Pascua Jaeriel R. Bersamina



Address:

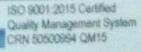
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	Opportunity Register (Online)	
August 25-26, 2021	SWOT, List of Interested Parties and Needs Expectations, Risk Register and Opportunity Register Workshop	All personnel
August 27, 2021	Presentation of SWOT, List of interested parties and needs expectations, Risk and Opportunity register	Hedwig M. Belmes
August 31, 2021	Coordination Meeting of the Quality Management System (QMS) Teams, Top Management, QMS Secretariat and Quality Management Representative	ASDS Hedwig M. Belmes Lemuel B. Dickson

- 4. The CID chief, SGOD Chief and AOV for Administration shall monitor the compliance of each personnel in each of the slated activities.
- Immediate dissemination of and strict compliance with this Memorandum is directed.

BENILDA M. PAYTACA EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SGOD/PRS/Jae/DM-ISO



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