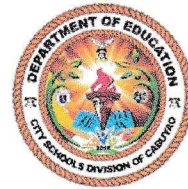





Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
Chiefs, School Governance and Operations Division and Curriculum
Implementation Division
Unit Heads of Legal, Administrative, and Finance Services
All Others Concerned

FROM : 
DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : **SDO MONTHLY INTERFACE CUM LEARNING-WORKSHOP ON ISO
9001:2015 DOCUMENTATION SEMINAR**

DATE : June 4, 2018

1. This office announces the conduct of **SDO MONTHLY INTERFACE CUM LEARNING-WORKSHOP ON ISO 9001:2015 DOCUMENTATION SEMINAR** on June 14, 2018, from 8:00AM to 5:00PM for SDO personnel and 1:00PM-5:00PM for School Heads / OICs / NQESH Passer at El Cielito Hotel, Sta. Rosa City, Laguna.
2. This seminar aims to:
 - a. discuss the requirements for ISO 9001:2015 documentation;
 - b. identify the needs of organization in terms of documentation within the Quality Management System
 - c. demonstrate the most practical method available to control processes;
 - d. provide the organization with a clear understanding of the standard requirements for documentation, designing, writing and control of documents; and
 - e. discuss updates and reports on Brigada Eskwela, School Opening and various DepEd Programs, Projects and Activities (PPAs).
3. Participants are stipulated in the attached enclosure.
4. Expenses shall be charged to Division MOOE.
5. Immediate and wide dissemination of this memorandum is desired.

UM 193 s. 2018



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO

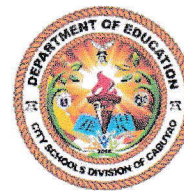


Enclosure to UM _____, s.2018:
SDO MONTHLY INTERFACE CUM LEARNING-WORKSHOP ON ISO
9001:2015 DOCUMENTATION SEMINAR
June 14, 2018

	NAME	SEX	DIVISION / SECTION / UNIT
1	DORIS DJ ESTALILLA	F	SDS
2	ELVIRA B. CATANGAY	F	ASDS
3	EDNA F. HEMEDez	F	CID CHIEF
4	JOSE CHARLIE S. ALOQUIN	M	SGOD CHIEF
5	ATTY JERICA CLARA S. MACHADO	F	Legal
6	NOEL G. SEQUITO	M	AO V / Administrative Services
7	ANNESLEE RINON	F	Cash Unit
8	MARY ANNE DINULOS	F	
9	JHOANNA MANZANERO	F	Personnel Unit
10	LAINey ALPORHA	F	
11	REGINA T. BABARAN	F	Records Unit
12	GLIZELDA U. TURGO	F	
13	KAMILLE ROSE MENDOZA	F	Supply and Property Unit
14	NIDA ELAGO	F	Budget Unit
15	NATHALIE JOY U. ULEP	F	Accounting Unit
16	CHEM JAYDER CABUNGCAL	M	ICT
17	IRENE PANTONIAL	F	Instructional Management Section
18	JONATHAN MARQUEZ	M	
19	PHILIP CRUZ	M	
20	REYNALDO TALAVERA	M	District Instructional Supervision
21	BELEN GIMUTAO	F	
22	ARVIE RUBIO	F	Learning Resource Management Section
23	JOSIEL JOULIE LEGASPI	F	
24	MARVIN VICENTE	M	School Management M&E Section
25	REYARR CRUZ	M	
26	RONNIE VILLANUEVA	M	Social Mobilization & Networking Section
27	SARAH CASTILLO	F	School Facilities Section
28	JOMAR FLORES	M	
29	ESPERANZA MAMINTA	F	Planning & Research Section
30	JEFFREY ASTILLERO	M	
31	MICHAEL PANTALEON	M	Human Resource & Development Section
32	GILBERT BAGSIC	M	Health Section
33	ROMMEL DELINGON	M	
34	SHERYL BARIRING	M	OSDS Proper
35	CATHERINE FABELLA	M	ASDS Office
36	ANGELINA C. ALMONTE	F	HEAD TEACHER III / BACLARAN ES



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37	JEAN E. PAZ	F		PRINCIPAL I/ BANAY BANAY ES
38	VIDA SA. FORTEZA	F		OIC/ BANLIC ES
39	FLORINA V. ARCITA	F		OIC/ BIGAA ES
40	MA. THERESA S. RAMOS	F		PRINCIPAL I/ BUTONG ES
41	MELINDA N. CAPARAS	F		OIC/ CABUYAO CS
42	ANTONINA T. ROSITA	F		OIC/ CASILE ES
43	ROMEO G. BILLONES		M	PRINCIPAL I/ DIEZMO ES
44	JOSELITO MATIENZO		M	Teacher-In Charge / GUINTING ES
45	JENNIFER C. PEREZ	F		OIC/ GULOD ES
46	CELENIA A. MOLINYAWE	F		PRINCIPAL II/ MAMATID ES
47	ESMERALDA C. DELFINADO	F		PRINCIPAL I/ MARINIG SOUTH ES
48	MARIA LOURDES F. GARBIN	F		OIC/ NIUGAN ES
49	FRANCIS A. JASTILLANA		M	OIC/ NORTH MARINIG ES
50	AUDIFER R. VISTA		M	OIC/ PITTLAND ES
51	CATHERINE R. GALANG	F		OIC/PULO ES
52	ABELINDA B. SISON	F		PRINCIPAL I/ SALA ES
53	EMILY D. OCAMPO	F		OIC/ SAN ISIDRO ES
54	JEAN F. BERNAL	F		OIC/ SOUTHVILLE 1 ES
55	MA. VICTORIA B. RODRIGUEZ	F		PRINCIPAL I/ BIGAA INHS
56	JUANITO Y. DE RAMOS		M	PRINCIPAL III/ CABUYAO INHS
57	OPHELIA P. PETATE	F		OIC/ CASILE INHS
58	ANGELITA DELOS REYES	F		PRINCIPAL I/SOUTHVILLE 1 INHS
59	MARIO A. JAVIER		M	PRINCIPAL I/ MAMATID SHS
60	EVELYN L. EMBATE	F		PRINCIPAL I/ PULO SHS
61	MARIA EDA C. LAPIDEZ	F		OIC/ MARINIG NHS
62	CRISTINA O. DERRACO	F		OIC/ PULO NHS
63	VILMA S. SOBISOL	F		OIC/ GULOD NHS
64	ALOQUIN, AURENE O.	F		BACLARAN ES
65	BASCO, MYRNA B.	F		SOUTHVILLE 1 INHS
66	BERNABE, JONATHAN F.		M	SDO
67	CAUNIN, JOSELITO A.		M	CABUYAO INHS
68	CERDA, EMMANUEL B.		M	BANAYBANAY ES
69	MECIJA, DEZERIE B.	F		MAMATID ES
70	SERDON, ERLINDA H.	F		MAMATID ES
71	ULEP, VICTORIA U.	F		SOUTHVILLE 1 ES
72	VALIENTE, YOLLY D.	F		SOUTHVILLE 1 INHS
73	ATTY. ETHELWOLDA C. ALDEA	F		CONSULTANT – NEO AMCA
74				NEO AMCA
75				NEO AMCA
76				NEO AMCA

Enclosure 2:

I. TRAINING MANAGEMENT TEAM

DESIGNATION	NAME	TERMS OF REFERENCE
Program Director	Doris DJ Estalilla Ed. D	Supervises the planning and implementation of the training program.
Program Manager	Elvira B. Catangay, Ed.D	Oversees the entire program, coordinates all efforts and focuses on actual training to ensure that the program is implemented as planned.
Program Coordinators	Jose Charlie S. Aloquin, PhD Edna F. Hemedez, Ed.D.	Ensure that the program for the day is implemented as planned, manage the activities for the day.
Logistics Officers	Noel G. Sequito Kamille Rose S. Mendoza	Plan and secure logistics to support the training.
Welfare Officers	Gilbert Bagsic Rommel Deligon	Ensure that the provisions for health, wellness and security are in place.
Finance Officers	Nathalie Joy U. Ulep Nida Elago	Oversee the efficient allocation of funds and timely release of payments as well as documentation for liquidation.
Documenters	Jeffrey Astillero Jonathan Marquez	Take note of the important details, prepare documentation and accomplishment report.
Monitoring & Evaluation	Marvin Vicente Reyarr Cruz	Responsible for designing and implementing the M&E activities of the training.
Program Facilitators	Michael O. Pantaleon	Prepares and facilitates the opening and closing program.
Secretariat	Chem Jayder Cabungcal Glizelda Turgo Mary Ann Dinulos Catherine Fabella	Attend to the daily records of attendance, meal attendance, prepare certificates of participation, recognitions and appearances.

II. PROGRAMME

Part I : REGISTRATION

Part II : OPENING CEREMONY

National Anthem

Opening Prayer

CALABARZON MARCH

Cabuyao Hymn

Attendance Check **NOEL G. SEQUITO, Ed. D**

Administrative Officer V

Welcome Remarks **ELVIRA B. CATANGAY, Ed. D**

OIC - ASDS

Inspirational Message **DORIS DJ ESTALILLA, Ed. D**

OIC - SDS

Part III : SESSION PROPER

GROUP 1 – SDO PERSONNEL on ISO 9001:2015 DOCUMENTATION WORKSHOP

GROUP 2 – SCHOOL HEADS on Educational Updates, Brigada Eskwela Reports, SDO PAPs

**1:00PM – 5:00PM only*

Part IV : CLOSING PROGRAM

MICHAEL O. PANTALEON

Master of Ceremony