



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

14 April 2025

OFFICE MEMORANDUM

No. 55 s.2025

TO: Assistant Schools Division Superintendent
Chief, SGOD and CID
Assistant Chief, SGOD and CID
Division Office Personnel
This Division

CONDUCT OF INVENTORY FOR ISO FORMS AND PROCESSES

1. In compliance with DepEd Order 009, s. 2021, "Institutionalization of a Quality Management System in the Department of Education" and pursuant to Executive Order No. 605, s. 2007, entitled "Institutionalizing the Structure, Mechanism and Standards to Implement the Government Quality Management Program (GQMP), thus, the conduct of the quarterly inventory for Division ISO Forms and Processes.

2. In view of the conduct of quarterly inventory of Division ISO Forms and Processes and to enhance its operationalization, the technical core management team is hereby constituted as follows:

NAME	DESIGNATION
Risa Bea Socorro M. Borres	Lead, Quality Workplace Team
January Gay T. Valenzona	Member, Knowledge Mngt. Team
Kristian B. Murillo	Member, Knowledge Mngt. Team
Angela Vincent A. Torres	Focal, OSDS
Loredelle L. Tacandong	
Kurt Celica A. Bacas	Over-all Document Controller
Nida D. Mandawe	Secretariat
Christian P. Daohog	Secretariat

3. The technical core management teams shall perform the following functions, to wit:

- Monitor the progress, deliverables and implementation of the core teams;
- May act as alternate as deemed necessary in the performance of the vital functions of the core teams who may need assistance such as but not limited to the operationalization of documents (enrolment of Forms, QCP



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etc.)

- c) Accurate documentation and control of documents such as but not limited to consolidation of summative forms, repository of hard and soft copies and printing thereof.

4. All Division personnel shall comply with the timeline indicated below:

DATE	ACTIVITY	VENUE
April 14-16, 2025	Assessment and retrieval of all submitted documents and output of all core teams	-
April 21-30, 2025	- Conduct of Inventory of submitted ISO forms and processes - Issuance of Notice of Compliance, if applicable - Issuance of Controlled copy and retention of Master copy - Issuance of Memo for the use of forms with controlled copy	PM ONLY April 21-23: Conference April 24: Board Room April 25: Conference April 28-29: Conference April 30: Board Room
May 5, 2025	Internal Audit c/o IQA Team	TBA
May 6, 2025	Presentation of Audit Findings of IQA team	TBA
May 12, 2025	2 nd Internal Audit c/o IQA Team	TBA

Schedule for Conduct of Inventory of documents as follows:

OFFICE	DATE	VENUE
SGOD	April 22-24, 2025	PM ONLY April 21-23: Conference April 24: Board Room
CID	April 25, 2025	PM ONLY Conference Hall
OSDS	April 28-30, 2025	PM ONLY April 28-29: Conference April 30: Board Room



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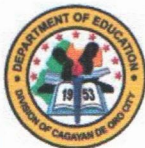
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5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. This Office directs immediate dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

AVT / OM – ISOCoreMngtTeam
0003/April 14, 2025



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