



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

August 17, 2020

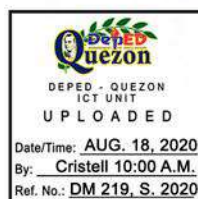
DIVISION MEMORANDUM
DM No. 219, s. 2020

REORIENTATION AND CASCADING OF ISO PROCESSES

To: Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisors, Education Program Supervisors and Specialists, Section/Unit Heads, and All Concerned

1. The Schools Division of Quezon, in its desire to continuously improve its program and services, will hold a **REORIENTATION AND CASCADING OF ISO PROCESSES** on **August 25 - 26, 2020, 8:00 am to 4:00 pm** via Zoom.
2. The activity shall be participated by all SDO personnel including the Public Schools District Supervisors and District Nurses.
3. Participants are advised to register online through tinyurl.com/ETD-ISO2020 on or before **August 20, 2020** to confirm their attendance to the said activity. The link shall be sent to the registered email address.
4. All Section/Unit/Office Heads in the Schools Division Office shall present the salient points of their **REGISTERED PROCESSES** to be prepared by the Document Control Committee (DCC). Please see Enclosure No. 1 for the schedule and flow of presentation.
5. The participants are expected to join through the meeting link ten (10) minutes before the program proper.
6. Immediate dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA, JR., Ed.D.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



hrdmgd08/17/2020

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





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Enclosure No. 1 of DM No. 219 s. 2020

FLOW OF THE REORIENTATION AND CASCADING OF ISO PROCESSES

DAY 1: AUGUST 25, 2020

8:00 – 8: 30	PRELIMINARIES
TIME	TOPIC
8:30 – 9:30	Quality Mission/Quality Policy/Office Rules and Regulations (Office of the Schools Division Superintendent)
9:30 – 10: 00	ASDS Processes
10:00 – 10:30	Accounting Section Processes
10:30 – 11:00	Administrative/General Services Processes
11:00 – 11:30	Budget Section Processes
11:30 – 12:00	Cash Section Processes
12:00 – 1:00	LUNCH BREAK
1:00 – 1:30	CID Processes
1:30 – 2:00	ICT Section Processes
2:00 – 2:30	Risk Management Committee Processes
2:30 – 3:00	Planning and Research Section Processes
3:00 – 3:30	School Health Section Processes
3:00 – 4:00	Announcements

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DAY 2: AUGUST 26, 2020

8:00 – 8:30	PRELIMINARIES
TIME	TOPIC
8:30 – 9:30	Social Mobilization and Networking Section Processes
9:30 – 10:00	HRTD/ETD Processes
10:00 – 10:30	SME Section Processes
10:30 – 11:00	Testing and IQA Processes
11:00 – 11:30	QMR Processes
11:30 – 12:00	EFS Section Processes
12:00 – 1:00	LUNCH BREAK
1:00 – 1:30	Legal Section Processes
1:30 – 2:00	Library Hub Processes
2:00 – 2:30	LRMDC/DCC Processes
2:30 – 3:00	Personnel Section Processes
3:00 – 3:30	Record Section Processes
3:00 – 4:00	Supply Section Processes
4:00 – 4:30	Announcements

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