




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



MEMORANDUM

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

FROM :  **DORIS DJ. ESTALILLA, Ed. D.**
Officer-In-Charge
Schools Division Superintendent

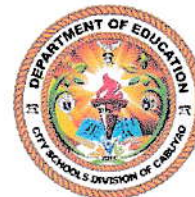
SUBJECT : **ISO 9001:2015 QUALITY MANUAL WRITING SESSION**

DATE : July 20, 2018

1. In line with the City Schools Division of Cabuyao's thrust towards the achievement of ISO 9001:2015 Certification, this office announces the conduct of **ISO 9001:2015 QUALITY MANUAL WRITING SESSION** on July 24, 2018, 8:30AM to 5:00PM at the Gabaldon Hall, Cabuyao Central School, Cabuyao City, Laguna.
2. This activity aims to:
 - a. capacitate the organization in developing the most practical method available to control process;
 - b. demonstrate the step-by-step procedures in documenting process; and
 - c. write and develop each section's process flow.
3. Participants and Training Management Team are stipulated in the attached enclosures.
4. Expenses shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.



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



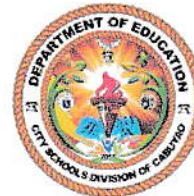
Enclosure No. 1 to UM ____, s.2018

LIST OF PARTICIPANTS

	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 A. RINON	F	Cash Unit
8	MARY ANNE N. DINULOS	F	
9	JHOANNA M. MANZANERO	F	Personnel Unit
10	LAINey ANNE ALPORHA	F	
11	REGINA T. BABARAN	F	Records Unit
12	GLIZELDA U. TURGO	F	
13	KAMILLE ROSE S. MENDOZA	F	Supply and Property Unit
14	NIDA E. ELAGO	F	Budget Unit
15	NATHALIE JOY U. ULEP	F	Accounting Unit
16	CHEM JAYDER M. CABUNGCAL	M	ICT
17	IRENE PANTONIAL	F	Instructional Management Section
18	JONATHAN H. MARQUEZ	M	
19	PHILIP D. CRUZ	M	
20	REYNALDO TALAVERA	M	District Instructional Supervision
21	BELEN GIMUTAO	F	
22	ARVIE CELESTE M. RUBIO	F	Learning Resource Management Section
23	JOSIEL JOULIE H. LEGASPI	F	
24	MARVIN R. VICENTE	M	School Management M&E Section
25	REYARR CRUZ	M	
26	RONNIE Z. VILLANUEVA	M	Social Mobilization & Networking Section
27	SARAH B. CASTILLO	F	School Facilities Section
28	JOMAR D. FLORES	M	
29	ESPERANZA A. MAMINTA	F	Planning & Research Section
30	JEFFREY A. ASTILLERO	M	
31	MICHAEL O. PANTALEON	M	Human Resource & Development Section
32	GILBERT C. BAGSIC	M	Health Section
33	ROMEL DELINGON	M	
34	SHERYL A. BARIRING	F	OSDS Proper
35	CATHERINE M. FABELLA	F	ASDS Office
36	ATTY. ETHELWOLDA C. ALDEA	F	CONSULTANT – NEO AMCA
37			NEO AMCA
38			NEO AMCA
39			NEO AMCA



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



Enclosure No. 2 to UM _____s.2018

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, Ph.D. Edna F. Hemedez, Ed.D.	Ensure that the program is implemented as planned, manage the activities for the day.
Logistics Officers	Noel G. Sequito, Ed.D. Kamille Rose S. Mendoza	Plan and secure logistics to support the training.
Welfare Officers	Gilbert Bagsic Romel Deligon	Ensure that the provisions for health, wellness and security are in placed.
Finance Officers	Nathalie Joy U. Ulep Nida Elago Anneslee A. Riñon	Oversee the efficient allocation of funds and timely release of payments as well as documentation for liquidation.
Documenters	Reyarr Cruz Chem Jayder M. Cabungcal	Take note of the important details including pictures, prepare documentation and accomplishment report.
Monitoring & Evaluation	Marvin Vicente	Responsible for designing and implementing the M&E activities of the training.
Program Facilitator	Michael O. Pantaleon	Prepares and facilitates the opening and closing program.
Secretariat	Glizelda U. Turgo Mary Anne N. Dinulos Catherine M. Fabella	Attend to the daily records of attendance, meal attendance, prepare certificates of participation, recognitions and appearances.