



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



9137

December 2, 2016

DIVISION MEMORANDUM

No. 0162, s. 2016

**FULL IMPLEMENTATION OF DEPED CAVITE'S
QUALITY MANAGEMENT SYSTEM (ISO 9001:2015)**

To: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Division Unit Heads
All Division Personnel
All Concerned

1. This office formally informs all concerned that the Division of Cavite Province's Quality Management System in accord with ISO 9001:2015 requirements will commence its full implementation on December 5, 2016.
2. The ultimate aim of the Quality Management System is the attainment of its Quality Policy and Objectives. Its function and structure supports continual improvement to increase the probability of providing quality services to its stakeholders and establishes confidence to consistently comply with standards and policies.
3. The Quality Policy of the Department of Education Division of Cavite Province states its commitment to provide quality services to the customers in line with the vision and mission of the organization. Each Unit/Department within the organization set their Quality Objectives in line with the Quality Policy. The Quality Policy shall annually be reviewed for its continuing adequacy, appropriateness and update as necessary.

"OUR QUALITY POLICY"

DepEd Cavite commits to quality service delivery compliant to all relevant standards and continuous improvement practices to ensure customer satisfaction guided by transparent, ethical and accountable governance principles and core values with the end in view of developing Batang Caviteño

4. The Quality Management System shall be led and managed by the Quality Management System Committee which is composed of the Key Officials of the Division Office.
5. In this light, be cognizant that the following processes as stipulated in the Quality and Management Manuals will take its effect and shall be monitored constantly in the future:

MANAGEMENT PROCESSES

- QMS Planning and Management Review (QMS Planning process and management-monitoring, evaluation)
- Documentation Management
 - ❖ Control of Documents
 - ❖ Control of Records
- Internal Quality Audit and 5S Audit
- Continuous Improvement Management
 - ❖ Control of Non-conformity
 - ❖ Preventive Action
 - ❖ Corrective Action
 - ❖ Feedback Management


CORE PROCESSES

- Issuance of Communication
- Procedure of Travel Order Approval and Endorsement
- Management of Incoming Communication
- Hiring and Promotion
 - ❖ Hiring of Teachers
 - ❖ Hiring of Non-Teaching Personnel
 - ❖ Hiring of Senior High Teachers
 - ❖ HR Promotion
- Performance Evaluation
- Processing of Personnel services (Compensation and Benefits)
- Records Management
 - ❖ Request for service Record
 - ❖ Receiving of Incoming Communication
 - ❖ Releasing of Outgoing Communication
 - ❖ Request for Document
 - ❖ Authentication of Documents
- Maintenance and Other Operating Expenses (MOOE) Liquidation
- Disbursement Voucher Preparation
- Inclusion to RPSU
- Handling of Administrative Complaints and Cases
- Procurement
 - ❖ Public Bidding
 - ❖ Alternative Mode of Procurement
- Procedure for Training Approval
 - ❖ Approval of Training (DO-MOOE)
 - ❖ Approval of Training (Provincial SEF)
 - ❖ Approval of Training (External Funding)
- Health Services
 - ❖ Newly Hired
 - ❖ Teachers for Training
 - ❖ Division Personnel Out-Patient
 - ❖ Coaches and Officials
 - ❖ Student Athletes
 - ❖ Boys and Girls Scout

SUPPORT PROCESSES

- ❖ Online Document Chanel (ODC)
- ❖ Safety and Security Procedure

6. Let it be known that utmost compliance to the foregoing processes are deem necessary for meeting the standards of the quality management system implementation. Widest and immediate dissemination of the contents of this Memorandum are earnestly desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

