



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum
No. 67 s 2021

TO: All Division Personnel Concerned

DATE: March 9, 2021

SUBJECT: **TEAM COMPOSITIONS FOR ISO-QMS**

1. Our office has signified its intentions to pursue its aspirations to become an ISO 9001: 2015 Quality Management System Certified in the near future. Few efforts have already been made for its initial step towards its realizations.
2. To solidify further efforts and for unified actions towards quality outputs, this office has organized working teams with corresponding tasks and functions to do in the different stages. For guidance and information, the team leader and members are stipulated in the table below.

1. Awareness and Advocacy Team		2. Management Review Committee	
Team Leader	Emily Langkit	Team Leader	Irene s. Angway
Member	Emmanuel Ubuan Ferdinand F. malagyab Maribel M. Bravo Harriet Buslig Vincent Martinez Maria Media c. Valejo	Member	Feliciano L. Agsaoay Jr. Sally P. Feken Ramonchito A. Soriano Dorothy S. Asingal Corazon G. Bravo James Ceasar Dayao Sixto Lang-ay Nilda T. Mendoza Federico Flores Jr. Doddie Marie Duclan





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3. Internal Quality Audit		4. Risk Management Team	
Team Leader	Ramonchito A. Soriano	Team Leader	Feliciano L.Agsaoay Jr.
	Nicasio Sumarita Cresencia Na-oy Joan Reyes Welda Buslig Agustina Lomeng Maribel Bravo Artici Ronguillo Anacita Bongngat Josefina Balisong Agustina Loton Ma. Lourdes Antonio Doddie Marie Duclan Kenneth Atiwag	Member	Karen W. Tabanganay Atty. Michelle Gayagay Efren Danag Allan Galanza Thelma Galicia Henry Alunday Robert Binha-on Danmax Cortes Dr. Jeth Renz L. Oggang Dra. Kathleen M. Tagubat Caroline Dugyaw Jacob Bagtang
5. General Housekeeping Team		6. Continuous Improvement Team	
Team Leader	Dorothy S. Asingal	Team Leader	Sally P. Feken
	Marionette S. Dooma Dra. Benita V. Belo Cornelia Peralta Verginia Baliling Janice Michelle Mangaoang Shirley Sarmiento Malee Kaye Albert Russelle S. Ngao-i Engr. Paul Palliso Rocky Ramos Lovelyn Mukay Janice Madeo Rachelle Angca Jessica Polig Claire Rose Damian Joy Dakiwag Allan Galanza Marjorie Batallones		Joan Reyes Ana Marie Bucahan Henry Alunday Joan Ranjo Dewaii B. Bagayao Menchie Gamongan Frances Gacuya





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	Maureen Martinez Rochelle Sanga Roben Balyao Joy B. Balanza		
7. Document Keeper Team			
Team Leader	Thelma B. Galicia		
Member	Efren Danag Allan Dumalsin Marites Suyam Jinky Agpawan Marjorie Batallones Julie Ann Masubay Rachelle Angca Lenie Lugao Jacob Bagtang Karen Velasco Rochelle Sanga		

3. As part of the preliminary steps, a seminar-workshop will be held on March 17, 2021 in a venue to be announced later. Meanwhile, each leader and members may start searching as to the specific functions that their team will perform in relation to the realization of the office becoming an ISO9001:2015 certified.
4. Those whose names do not appear on the teams and willing to directly help are strongly encouraged to approach the management.
5. Strict compliance to this memo is desired.

Xis
IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent