

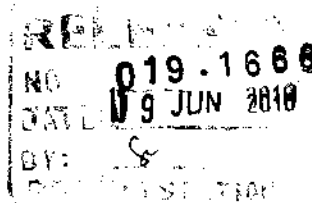


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

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June 18, 2019



TRAVEL ORDER

No. 690 s. 2019

TO : **Dr. RACHEL B. PICARDAL**
Chief Education Program Supervisor
School Governance and Operations Division

Mrs. KARLA P. ANTONIO
Education Program Specialist II

PURPOSE : To attend the Quality Management Systems Training

DATE OF TRAVEL : June 23-29, 2019

VENUE/PLACE : Sea Dreams Resort, Masaplod, Dauin

ALLOWED/CHARGED TO: *(Subject to the usual accounting and auditing rules and regulations)*

- _____ : Transportation
- _____ : Per Diems
- _____ : On official time/business only
- _____ : Charged to local funds
- ☒ : Transportation/per diem & other incidental expenses incurred shall be charged against Division MOOE/local funds

WILFREDA D. BONGALOS, Ph.D, CESO V
Schools Division Superintendent

SCOD/RBP/kpantonio

Tel. Nos: (035)226-2838 / 225-0667/422-7644 (Division Sup'ts Office); (035) 225-1822 (CIO); (035) 225-1623 (Legal Section); (035)225-8180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Quar./Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1840 & (035) 228-1840 (Acct. Budget Section); (035) 422-3821 (Supply Section)



Republic of the Philippines
Department of Education
Region VII, Central Visayas

URGENT**Office of the Assistant Regional Director**n: 6/18/19
18**MEMORANDUM**Ref. No. ISO-062019-016

TO : Dr. Nimfa D. Bongo, CESO V
Schools Division Superintendent, SDO of Bohol Province

Dr. Rhea Mar A. Angtud, CESO VI
Schools Division Superintendent, SDO of Cebu Province

Dr. Wilfreda D. Bongalos, CESO V
Schools Division Superintendent, SDO of Negros Oriental Province

FROM : SALUSTIANO T. JIMENEZ, CESO V
Assistant Regional Director

SUBJECT : INVITATION TO THE QUALITY MANAGEMENT SYSTEMS
TRAINING

DATE : 17 JUNE 2019

X=====X

1. The Regional Office in partnership with the Development Academy of the Philippines is in the process of developing a Quality Management System that is certifiable to ISO 9001:2015 standards. In this connection, we are inviting two (2) personnel from your respective offices to attend the series of QMS trainings and help craft the QMS Manual for the entire DepEd Region VII.
2. Your representative will be wearing multiple hats during the whole duration of the project. This Office is recommending the adoption of the minimum criteria required for each of your representative:
 - a. Highly proficient in the use of written and oral English language
 - b. Understands majority of the processes of the Division Office

- c. Strong command in basic project management skills
 - d. Good track record in implementing programs and projects at the Division level.
 - e. Has the proficiency to conduct knowledge transfer sessions to colleagues in the Division.
3. This Office will shoulder the training expenses of your representative. In return, the Schools Division Office shall shoulder the transportation, food and accommodation expenses of your representative chargeable to local funds subject to the usual accounting and auditing rules and regulations.
4. Kindly send the names and qualifications of your selected representatives to the Office of the Assistant Regional Director on or before **18 June 2019**.
5. Details of the first activity is attached in Annex A of this Memorandum. The succeeding activities shall be issued in a separate memorandum.
6. For immediate compliance.

ANNEX A
Details for QMS Training Phase 3

WORKSHOP ON QUALITY MANAGEMENT DOCUMENTATION; SEMINAR WORKSHOP ON 5S GOOD HOUSEKEEPING; TRAINING ON ROOT-CAUSE ANALYSIS	
<i>Source of Funds</i>	Regional MOOE and HRTD
<i>Date of Activity</i>	June 24-28, 2019
<i>Functional Division</i>	Office of the Assistant Regional Director

I. Objectives

The workshop aims to develop an in-depth understanding of the Agency's mission, vision, commitment to quality, and relevant issues that it may need to address through risk-based quality planning. The workshop also includes review of the existing quality objectives and drafting of the process map.

II. Legal Basis

- Executive Order 605, s. 2007
- DepEd Order No. 02, s. 2018

III. Indicative Matrix of Activities

Day 1-5 -June 24-28, 2019

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration	Secretariat
8:05 AM to 8:15 AM	Preliminaries	Secretariat
8:16 AM to 12:00 NN	Discussion Proper 1	DAP Consultants
12:00 NN to 1:00 pm	LUNCH	Secretariat
1:01 pm to 5:00 pm	Discussion Proper 2	DAP Consultants

IV. Venue and Administrative Arrangements

1. Venue for the activity shall be at Sea Dreams Resort, Sea Dream Drive, Masaplod Sur, Dauin, Negros Oriental.
2. Check-in shall be on 12nn of June 23, 2019 and Check-out shall be on June 29, 2019.
3. First meal shall be dinner while last meal shall be breakfast.
4. Participants are required to bring laptops, extension cords and portable WIFI.

V. Expected Cost per Participants

1. The expected cost per participant to this activity is Php 9,450.00 (at Php 1,575.00 per day for 6 days) payable to DepEd Ecotech Center.
2. The cost will only cover food and accommodation. Transportation of the participants from their station to the venue and vice versa shall be covered by the SDO.