



Republic of the Philippines
Department of Education
Region IV – A CALABARZON
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM
NO. 230 2018

TO : CHIEFS, EDUCATION PROGRAM SUPERVISORS, CID AND SGOD
UNIT HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

FROM : CATHERINE P. TALAVERA, CESO VI *pin*
Schools Division Superintendent

SUBJECT: **TIMELINE ACTIVITIES FOR THE IMPLEMENTATION OF QUALITY
MANAGEMENT SYSTEM**

DATE : **July 19, 2018**

Please be informed that prior to the Restructuring of Procedures and Processes in all division units in preparation to implement a Quality Management System, this office issues the timeline of activities to be undertaken for this journey.

Attached is the timeline of activities and expected deliverables for your guidance.

	Activity	Date	Output
1.	Management Decision	April 2018	Minute of Management Review
2.	ISO Orientation	April 2018	Accomplishment Report with Attendance
3.	ISO Intensive Workshop	April to May 2018	Accomplishment Report with Attendance
4.	Preparation of Operation Manual	May to June 2018	First Draft OMs of all Unit
5.	Submission of Operation Manual	July 10 2018	
6.	Refinement of Operation Manual	July 11-19, 2018	Second Draft of OMs
7.	Management Review	July 20, 2018	<ul style="list-style-type: none"> ➤ Memo with Issues and Concern/ agenda ➤ Customer Feedback and Satisfaction Results ➤ Conformities report on operation ➤ Status of Corrective and Preventive Action ➤ Results of Internal Process Quality Review ➤ Changes that could affect the process ➤ Proposals/ Recommendation for Improvements ➤ Updates on Action Plans
8.	Orientation of Internal Quality Audit Team, Assess and Plan for Internal Review	June 18-19, 2018	Audit Plan
9.	Presentation of SDO Tayabas City ISO 9001: 2015 Quality Manual	July 23-26, 2018	Accomplishment Report with Attendance
10.	Review of the Quality Manual	July 27, 2018	Accomplishment Report with Attendance
11.	Presentation of Final Quality Manual	July 30-31, 2018	Accomplishment Report with Output
12.	Final Review of Quality Manual/ Management Review	August 3, 2018	<ul style="list-style-type: none"> ➤ Memo with Issues and Concern/ agenda ➤ Customer Feedback and Satisfaction Results ➤ Conformities report on operation

			<ul style="list-style-type: none"> ➤ Status of Corrective and Preventive Action ➤ Results of Internal Process Quality Review ➤ Changes that could affect the process ➤ Proposals/ Recommendation for Improvements ➤ Updates on Action Plans
13.	7s Orientation	July 25, 2018	Accomplishment Report
14.	Submission of 7s Plan	July 30, 2018	7s Plan
15.	Red Tagging	July 31, 2018	Red Tagging Report
16.	Pre Implementation of 7s	August 1 -24, 2018	Pre Implementation 7s Report
17.	Management Review	August 27, 2018	<ul style="list-style-type: none"> ➤ Memo with Issues and Concern/ agenda ➤ Customer Feedback and Satisfaction Results ➤ Conformities report on operation ➤ Status of Corrective and Preventive Action ➤ Results of Internal Process Quality Review ➤ Changes that could affect the process ➤ Proposals/ Recommendation for Improvements ➤ Updates on Action Plans
18.	7s Implementation in all SDO Unit Offices	August 28- Sept. 5, 2018	Accomplishment Report
19.	IQA Team Assess, Review and Consolidates Feedback (Stage 1 Audit)	September 17-21, 2018	Feedback Report
20.	Management Review on 7s Implementation	September 24, 2018	<ul style="list-style-type: none"> ➤ Memo with Issues and Concern/ agenda ➤ Customer Feedback and Satisfaction Results ➤ Conformities report on operation ➤ Status of Corrective and Preventive Action ➤ Results of Internal Process Quality Review

			<ul style="list-style-type: none"> ➤ Changes that could affect the process ➤ Proposals/ Recommendation for Improvements ➤ Updates on Action Plans
21.	Implementation of Division Quality Management System (QMS)	September to November	Management Review
22.	ISO External Assessment	December 4, 2018	NC Report
23.	Internal QA Team Consolidates Results of External Audit	December 6-12, 2018	
24.	Implement Change Base on NC Report and Findings	Dec 13- Jan 15, 2019	Change Matrix
25.	Management Review	January 20, 2019	<ul style="list-style-type: none"> ➤ Memo with Issues and Concern/ agenda ➤ Customer Feedback and Satisfaction Results ➤ Conformities report on operation ➤ Status of Corrective and Preventive Action ➤ Results of Internal Process Quality Review ➤ Changes that could affect the process ➤ Proposals/ Recommendation for Improvements ➤ Updates on Action Plans
26.	ISO Certification	February 2019	Certificate
27.	Received ISO Accreditation	March 2019	
28.	ISO Process Evaluation	March 2019	Evaluation Report