

	CORDILLERA CAREER DEVELOPMENT COLLEGE Buyagan, Poblacion, La Trinidad, Benguet	
	HUMAN RESOURCE OFFICE	
	CCDC VISION The center of quality education for culturally diverse and global learners.	CCDC MISSION Deliver quality education and services through holistic, accessible, and inclusive learning experiences sustaining culturally sensitive and responsible global citizens and leaders.
ACTIVITY DESIGN		

Activity: **ISO 9001:2015 RE-TOOLING SESSION FOR PROCESS OWNERS, DOCUMENT CONTROLLERS, AND INTERNAL AUDITORS**

Date: **SEPTEMBER 30, 2024 TO OCTOBER 02, 2024**

Time: **08:00AM – 05:00PM**

Venue: **SALENG HALL, 1/F ADMIRALS FARM PARK EVENTS CENTER**

Participants: **ALL PROCESS OWNERS, DOCUMENT CONTROLLERS AND DEPUTY DOCUMENT CONTROLLERS**

I. RATIONALE

As part of our ongoing commitment to delivering superior quality and maintaining the highest standards of operational excellence, CCDC has recently undergone an ISO 9001:2015 Surveillance audit. This audit is a crucial component of our quality management system, designed to ensure that we continue to meet the rigorous standards set by ISO 9001:2015 and to identify areas where we can further enhance our processes and practices.

The Surveillance audit provided us with valuable feedback on our current quality management practices. While we have demonstrated significant strengths and achievements, the audit also highlighted specific areas for improvement. These findings are not merely compliance requirements but represent opportunities for us to refine our practices, address potential gaps, and advance our overall quality management framework.

In response to the audit findings and our unwavering commitment to continuous improvement, CCDC is organizing an ISO Re-tooling session. This session is a strategic initiative aimed at equipping our process owners, document controllers, and deputy document controllers with the updated knowledge, skills, and tools necessary to address the audit's recommendations effectively and to uphold and enhance our ISO 9001:2015 certification.

II. OBJECTIVES

This ISO Re-Tooling Session is an important gesture as part of CCDC's quality management strategy, aimed at translating audit findings into actionable improvements and reinforcing our commitment to operational excellence.

The first objective is to **ADDRESS AUDIT FINDINGS AND RECOMMENDATIONS**. The recent audit has identified specific areas for improvement. This session will focus on understanding these findings in detail and developing actionable strategies to address them effectively.

The second objective is to **ENHANCE UNDERSTANDING OF ISO 9001:2015 REQUIREMENTS**. To maintain compliance and drive quality improvements, it is crucial that all involved parties have a thorough understanding of ISO 9001:2015 standards. This session will reinforce key aspects of the standard and clarify any ambiguities.

The third objective is to **UPDATE PROCESSES AND DOCUMENTATION**. In light of the audit results, our processes and documentation may need to be revised. The session will provide guidance on updating and refining these elements to ensure they meet ISO standards and align with best practices.

The fourth objective is to **STRENGTHEN ROLES AND RESPONSIBILITIES**. Clear and efficient roles and responsibilities are vital for effective quality management. This session will emphasize the specific roles of process owners, document controllers, and deputy document controllers, ensuring that everyone understands their contributions to maintaining and improving our ISO system.

The fifth objective is **FOSTER A CULTURE OF CONTINUOUS IMPROVEMENT**. By investing in re-tooling and skill enhancement, CCDC aims to foster a culture of continuous improvement. This session will encourage proactive engagement and innovation among our team members.

By addressing these objectives, CCDC expects the following outcomes:

- 1. **IMPROVED COMPLIANCE.** Enhanced understanding and implementation of ISO 9001:2015 requirements, leading to improved compliance and better audit results in the future.
- 2. **UPDATED PROCESSES AND DOCUMENTATION.** Refined processes and documentation that are aligned with ISO standards and best practices.
- 3. **CLEARER ROLES AND RESPONSIBILITIES.** Defined roles and responsibilities for each participant, contributing to more effective quality management and smoother operations.
- 4. **INCREASED ENGAGEMENT IN QUALITY IMPROVEMENT.** A more engaged team committed to continuous improvement, with actionable plans in place to address audit findings and drive ongoing enhancements.

III. PARTICIPANTS

All Process Owners, Document Controller and Internal Auditors are the target participants of this re-tooling session. Please refer to **ATTACHMENT 01. LIST OF PARTICIPANTS** for the detailed list of participants. Also attached is a copy of the **UNNUMBERED MEMORANDUM** for detailed list of process owners.

IV. PROGRAM FLOW

TIME	ACTIVITY
08:00AM – 08:30 AM	Travel Time Assembly and Registration
08:31 AM – 09:30 AM	Orientation of all Document Controllers
09:31 AM – 12:00 PM	Review of existing / current documents <i>Inclusive of Snack Break</i>
12:01 PM – 01:00 PM	Lunch Break
01:00 PM – 05:00 PM	Workshop on Editing <i>Inclusive of Snack Break</i>
05:01 PM – 05:30 PM	Travel Time
DAY 02	
08:00 AM – 08:30 AM	Travel Time Assembly and Registration
08:31 AM – 12:00 PM	Workshop on Editing (<i>cont.</i>) <i>Inclusive of Snack Break</i>
12:01 PM – 01:00 PM	Lunch Break
01:00 PM – 05:00 PM	Presentation of Final Documents <i>Inclusive of Snack Break</i>
05:01 PM – 05:30 PM	Travel Time
DAY 03	

08:00 AM – 08:30 AM	Travel Time Assembly and Registration
08:31 AM – 12:00 PM	Finalization of Documents Printing, Stamping and Reproduction of Documents <i>Inclusive of Snack Break</i>
12:01 PM – 01:00 PM	Lunch Break
01:01 PM – 03:00 PM	Orientation of Internal Auditors
03:01 PM – 05:00 PM	Submission of Final Documents <i>Inclusive of Snack Break</i>
05:01 PM – 05:30 PM	Travel Time

V. ACTIVITY TASK FORCE

ACTIVITY	PERSON-IN-CHARGE
Activity Design, provision of attendance sheets, distribution of post-activity feedback report, summary of feedback results, and compilation of activity documentation.	Julien Joy C. Calong Mark Joseph C. Dizon
Listing of participants, scouting of: Master of ceremonies and other personnel who can take charge of the parts of the program, scouting of working committee personnel	Mark Joseph C. Dizon Corazon L. Ocden
Venue physical arrangement arrangement of tables and chairs sound system and LCD projector	Mike Jezel C. Andizo Tessie Dyan P. Dorot
Master of Ceremonies	Corazon L. Ocden
Coordination tasks for the provision of food: Lunch, Drinking Water, Snacks and Coffee	Wenilyn R. Mateo Mike Jezel C. Andizo
On-site Registration	Julien Joy C. Calong Mark Joseph C. Dizon
Photo-documentation activities	Ronnie Ville S. Valdez
Coordination of transportation for participants	Julie Ann B. Olila
Coordination of transportation for guests / trainors	Corazon L. Ocden
Token for guests / trainors	Faye S. Aranca

Please refer to **ATTACHMENT 02. ACTIVITY TASK FORCE** for the acknowledgment of tasks.

VI. BUDGET AND OTHER MATERIALS NEEDED

The estimated cost to cover the food and drinks for guests and participants, rent of function hall, and other incidental expenses for the three (3) day activity amounts to **P144, 497.00**. The consultancy fee is **P 50, 000.00**, exclusive of the transportation allowance for the two (2) session trainors amounting to **P 5, 000.00**. The estimated total activity cost is **ONE HUNDRED NINETY-NINE THOUSAND FOUR HUNDRED NINETY-SEVEN PESOS (P 199, 497.00)**. Please refer to **ATTACHMENT 03. BUDGETARY REQUIREMENTS** for the detailed breakdown of activity expenses.

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