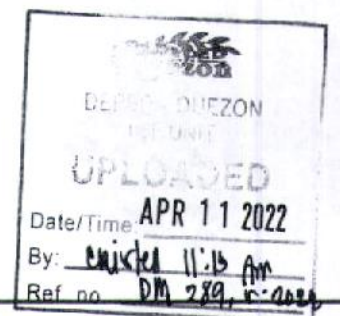




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



8 April 2022

**DIVISION MEMORANDUM**  
DM No. 289, s. 2022

**QUALITY MANAGEMENT SYSTEM MEETING**

**To:** Assistant Schools Division Superintendents,  
Division Chiefs,  
Section/Office Heads,  
QMS Team Leaders,  
QMR, DQMRs, QMS Secretariat, and  
All Others Concerned

1. In line with the **National Quality Management System (NQMS)** of the Department of Education, this Office announces the holding of an **online Quality Management System (QMS) meeting** on **April 13, 2022 at 8:30 am** using **Google Meet** [meet.google.com/zat-ncnx-dsy](https://meet.google.com/zat-ncnx-dsy) to tackle the following QMS concerns:
  - a. Status Report on Findings of the Internal Quality Management Auditors during the Year End Internal Quality Management Audit;
  - b. Report on Corrective Actions;
  - c. Customer Satisfaction and Feedback from Relevant Interested Parties;
  - d. External and Internal Issues Relevant to the QMS;
  - e. Performance of External Providers;
  - f. Report of Risk Management Team;
  - g. DepEd QMS Manual and Procedures and Work Instructions Manual (PAWIM); and
  - h. Proposed Timetable for QMS Certification Under One DepEd QMS.
  
2. The participants to this QMS meeting are the Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Administrative Officer V, Section/Office Heads, QMS Team Leaders, Quality Management Representative, Deputy Quality Management Representatives, and QMS Secretariat.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
**Email Address:** [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
**Website:** [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

3. To ensure success of the QMS meeting, all materials for presentation during the QMS meeting should be compiled in softcopy together with the materials for the preliminary (e.g. National Anthem, Prayer, Quality Management Policy, etc.) by the QMS Secretariat led by Mrs. Michelle G. Duma on or before April 12, 2022.
4. All participants are expected to connect to the meeting link before the QMS meeting begins.
5. The conduct of this activity requires adherence to safety and health protocols.
6. Food and incidental expenses relative to the conduct of this activity shall be charged to the Division MOOE, subject to the usual accounting and auditing procedures.
7. Immediate dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

qms-qmjam04/08/2022  
DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**

Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**ONLINE QUALITY MANAGEMENT SYSTEM (QMS) MEETING**

April 13, 2022 at 8:30 am

Google Meet

**FLOW OF THE MEETING**

- I. Preliminary .....QMS Secretariat  
 II. Call to Order..... Elias A. Alicaya, Jr., EdD  
 ASDS, OIC-Office of the SDS  
 III. Roll Call..... Mrs. Michelle G. Duma  
 QMS Secretariat  
 IV. Discussion of the Agenda:

<b>Agenda</b>	<b>Person Responsible</b>
1. Status Report on Findings of the Internal Quality Management Auditors during the Year End Internal Quality Management Audit;	<b>EPS Raul R. Agaran</b> IQA Leader
2. Report on Corrective Actions;	<b>EPS Raul R. Agaran</b> IQA Leader
3. Customer Satisfaction and Feedback from Relevant Interested Parties;	<b>SEPS Oscar R. Duma, Jr.</b> Deputy QMR
4. External and Internal Issues Relevant to the QMS;	<b>EPS II Maria Bernadit M. Tupas</b> Deputy QMR
5. Performance of External Providers;	<b>Maria Dolores DC Atienza</b> Administrative Officer V
6. Report of Risk Management Team;	<b>ASDS Gregorio A. Co, Jr.</b> RMT Leader
7. DepEd QMS Manual and Procedures and Work Instructions Manual (PAWIM); and	<b>EPS Juanito A. Merle</b> Quality Management Representative
8. Proposed Timetable for QMS Certification Under One DepEd QMS.	<b>EPS Juanito A. Merle</b> Quality Management Representative
9. Top Management's Concerns/Reminders	<b>Dr. Elias A. Alicaya, Jr.</b> ASDS, OIC-Office of the SDS

- V. Adjournment of the Meeting..... Elias A. Alicaya, Jr., EdD  
 ASDS, OIC-Office of the SDS

Gate Keeper: Wilbert Porteza; Scribe: Kristoffer Dineza; Time Keeper: Sarah Diala

DEPEDQUEZON-TM-SDS-04-025-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: quezon@deped.gov.ph  
 Website: www.depedquezon.com.ph