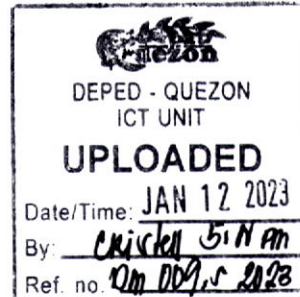




Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 January 2023

OFFICE MEMORANDUM

OM No. 009, s. 2023

FIRST MEETING OF THE RISK MANAGEMENT TEAM FOR FY 2023

To: Assistant Schools Division Superintendents
Division Chiefs
Risk Management Team Members
All Others Concerned

In line with the preparation of DepEd Quezon for ISO certification, this Office informs all members of the Risk Management Team (RMT) of its first meeting to be held on January 13, 2023, at 1:30 p.m. via Google Meet.

The said meeting has the following agenda:

- a) Clarify the terms of reference of the team leader and members;
- b) Plan for the development of the RMT's action plan, OTP, and risk monitoring;
- c) Deliberate on the conduct of RMT's regular meetings, creation of official Facebook group chat, and managing/monitoring identified risks per Division office/section/committee;
- d) Discuss and address the audit findings received from the Internal Quality Audit team; and
- e) Other matters

Please see attached Office Memorandum for the list of concerned SDO personnel. The meeting link will be sent to their official Facebook group chat.

For information and strict compliance of all concerned.

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

smmeord01/12/2023

DEPEDQUEZON-TM-SDS-04-010-003



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 By: *united/ 12:17 PM*
 Ref. no. *OM 143, s. 2022*

OFFICE MEMORANDUM
OM No. 43, s. 2022

15 November 2022

DESIGNATION OF QMS RISK MANAGEMENT TEAM (RMT) MEMBERS

To : Division Officials and Employees

1. Pursuant to DepEd Order No. 009, s. 2021, INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION dated February 24, 2021, the following personnel are hereby designated as members of the QMS Risk Management Team (RMT) of the Schools Division of Quezon:

Name	Designation	Functional Division/Section/Unit/Office
Elizabeth M. De Villa	Leader	SGOD
Lorena S. Walangsumbat	Member	CID
Maria Dolores D. Atienza	Member	OSDS-ADMIN
Catherine A. Pureza	Member	OSDS-BUDGET
Marbin Jeramil D. Fragata	Member	SGOD-PLANNING
Gilbert C. Alva	Member	SGOD-RESEARCH
Oscar R. Duma, Jr.	Member	SGOD-SMME

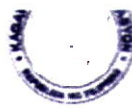
2. The members of the QMS – Risk Management Team (RMT) shall have the following responsibilities:
- Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
 - Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;

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- c. Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;
 - d. Provide feedback and update to the QMR on the status of risk assessment and action plans;
 - e. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
 - f. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.
3. Dissemination of this Memorandum is hereby enjoined.

ELIAS A. ALICAYA, JR., EdD
OIC- Schools Division Superintendent

qmsjan11/15/22

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