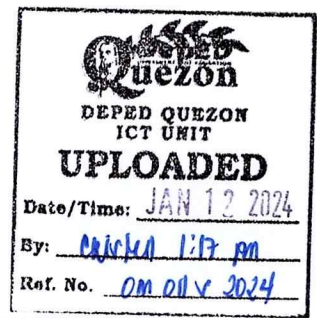




Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 JANUARY 2024

OFFICE MEMORANDUM
OM No. 011, s. 2024

QMS VIRTUAL ORIENTATION MEETING FOR DIVISION CHIEFS AND KEY PERSONNEL

To : Assistant Schools Division Superintendents
Division Chiefs
Section/Unit/Office Heads
QMS Team Leaders
Quality Management Representative
Deputy Quality Management Representative
QMS Secretariat
All Others Concerned

Pursuant to the guidelines outlined in DepEd Memorandum No. 78, s. 2021 titled "**REITERATION OF DEPED MEMORANDUM NO. 035, S. 2020 AND PLANS FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM CERTIFICATION FOR FIELD OFFICES AND PUBLIC SCHOOLS IN THE DEPARTMENT OF EDUCATION**," this Office is pleased to announce the schedule of the Quality Management System (QMS) Virtual Orientation Meeting.

The aforementioned meeting is scheduled on **January 15, 2024, at 9:00 am – 12:00 noon**, and will be held online using **meet.google.com/ggc-nund-oew** Or dial: **(US) +1 224-424-0941 PIN: 457 982 972#**. Participants are Division Chiefs, Section/Unit/Office Heads, QMR, DQMR, QMS Secretariat, and QMS Team Leaders. Prompt attendance is required, and **all participants should be present at the virtual venue on or before 9:00 am**.

Based on DepEd Order No. 9, s. 2021, all QMS Team Leaders, including the QMR and QMS Secretariat, are responsible for the presentation of the brief overview of their team's functions during the meeting. Furthermore, they are encouraged to highlight the strategies they intend to implement to achieve their team's defined functions.

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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To facilitate the smooth conduct of the meeting, **all materials intended for use during the brief discussions by the QMS Team Leaders should be submitted to the QMS Secretariat no later than January 12, 2024.**

The agenda for the QMS Orientation Meeting will follow the outlined flow presented below to ensure efficiency and comprehensive coverage of the necessary topics.

FLOW OF THE QMS ORIENTATION MEETING

Activities	Persons Responsible
Preliminaries	QMS Secretariat
Roll Call	QMS Secretariat
Message from the Top Management and Call to Order	Rommel C. Bautista, CESO V Schools Division Superintendent
Orientation Proper	<ul style="list-style-type: none"> + Responsibilities of the QMR/DQMR + Responsibilities of the QMS Secretariat + Responsibilities of the Knowledge Management Team + Responsibilities of the Internal Quality Audit Team + Responsibilities of the Risk Management Team + Responsibilities of the Quality Workplace Team + Responsibilities of the Training and Advocacy Team
Open Forum	+ All Participants
Giving of Reminders	+ Top Management
Adjournment	+ QMR
	Rommel C. Bautista, CESO V Schools Division Superintendent

Dissemination of this Office Memorandum is hereby enjoined.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

qms-qmr/jam/01/10/2024
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