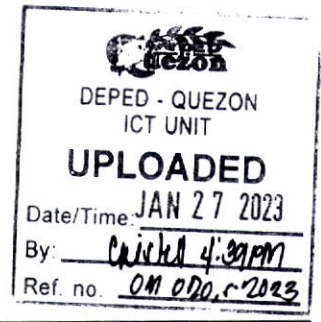




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 January 2023

OFFICE MEMORANDUM
OM No. 020, s. 2023

MANAGEMENT REVIEW FOR CONTINUOUS IMPROVEMENT OF THE DIVISION

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

The Internal Quality Audit (IQA) of the Division was conducted on December 15, 2022. IQA findings for every QMS team and service section/unit/office had been distributed by the IQA team leader for appropriate actions of the concerned QMS leaders and heads of service section/unit/office.

After a month since the conduct of IQA, it is hoped that actions on the recommendations made by the teams of internal quality auditors have been taken by the concerned Division officials. These actions should have been done for continuous improvement of DepEd Quezon.

As a QMS practice, this Office announces the conduct of MANAGEMENT REVIEW on February 1, 2023 at 1:00 – 5:00 pm at the Library Hub with the following provisional agenda:

Agenda	Person/s Responsible
1. Status of Actions from Previous Management Reviews	QMR
2. Changes in External and Internal Issues that are Relevant to the QMS	Top Management/QMR

DEPEDQUEZON-TM-SDS-04-010-005



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3. Customer Satisfaction and Feedback from Relevant Interested Parties	RMT Team Leader
4. The Extent to which Quality Objectives Have Been Met	QMS Team Leaders/Division Chiefs/Section/Unit/Office Heads
5. Process Performance and Conformity of Products and Services	QMS Team Leaders/Division Chiefs/Section/Unit/Office Heads
6. Non-Conformities and Corrective Actions	IQA Leader
7. Monitoring and Measurement Results	QMS Team Leaders/Division Chiefs/Section/Unit/Office Heads
8. Audit Results	IQA Leader
9. Performance of External Providers	Supply Section Head
10. Adequacy of Resources	Top Management
11. Effectiveness of Actions Taken to Address Risks and Opportunities	RMT Leader
12. Opportunities for Improvement	Top Management/QMR
13. Presentation of Action Plan for FY 2023	All QMS Team Leaders
14. Other Matters	All Participants

The following serves as the participants' guide in their attendance to the Management Review:

Activity Flow	Person/s Responsible
National Anthem	AVP
Prayer	AVP
Statement of Quality Policy	Michelle G. Duma Head, QMS Secretariat
Attendance Check	Michelle G. Duma Head, QMS Secretariat
Call to Order	Top Management
Reading of the Minutes of the Previous Meeting	Kristoffer O. Oineza Member, QMS Secretariat

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Approval of the Minutes of the Previous Meeting	Top Management
Presentation of the Agenda	Juanito A. Merle Quality Management Representative
Management Review Proper	<i>*Refer to the Person/s Responsible as specified in the Agenda of the MR</i>
Management Review Agreement	Juanito A. Merle Quality Management Representative
Reminders/Announcement from the QMRS and Secretariat	Juanito A. Merle Quality Management Representative Michelle G. Duma Head, QMS Secretariat
Adjournment of the Management Review	Top Management


Facilitator: **Juanito A. Merle**
Quality Management Representative

Gate Keeper: **Maria Dolores D. Atienza**
Quality Workplace Team Leader

Documenter: **Anna Jean M. Ogerio**
Member, QMS Secretariat

The participants in the above mentioned activity are the Assistant Schools Division Superintendents, Division Chiefs, Quality Management Representative, QMS Team Leaders, QMS Secretariat, Section/Unit/Office Heads who are expected to be at the Library Hub on or before 1:00 pm on February 1, 2023 to actively participate in the meeting.

Immediate dissemination of this Office Memorandum is desired.

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

qmr-jam01/26/23
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