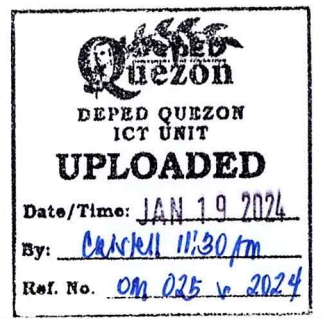




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 January 2024

OFFICE MEMORANDUM
OM No. 025, s. 2024

NOTICE OF MEETING OF QMS SECRETARIAT

To: Assistant Schools Division Superintendents
Quality Management Secretariat
All Others Concerned

In relation to the **Designation of the Quality Management Secretariat** as per Office Memorandum (OM) No. 18, s. 2024, all Secretariat Members are requested to attend the online meeting on **January 26, 2024**, at 9:30 a.m. via Google Meet using the meeting link: <https://meet.google.com/mgt-pzpd-jrx>.

The agenda are the following:

- a. Review of the roles and responsibilities of the QMS Secretariat;
- b. Presentation of the assignment of each Secretariat Member; and
- c. Discussion of the plans and activities of the QMS Secretariat for FY 2024.

Please see the attached OM for reference. Attendance is a must.

For strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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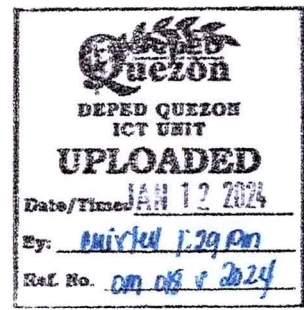
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Republic of the Philippines
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 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



10 JANUARY 2024

OFFICE MEMORANDUM
 OM No. 018, s. 2024

DESIGNATION OF QUALITY MANAGEMENT SECRETARIAT

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 Quality Management Secretariat of the Schools Division of Quezon:

Designation	Name	Position
Leader	Michelle G. Duma	Senior Education Program Specialist
Asst. Leader	Sarah Lynn D. Oczon	Administrative Officer II
Members	Anna Jean M. Ogerio	Administrative Officer II
	Akimi Therese Asano	Administrative Assistant III
	Kristoffer O. Oineza	Administrative Officer II
	Mary Rose L. Gordula	Administrative Assistant III

2. The members of the Quality Management Secretariat shall have the following responsibilities:

- Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;
- Provide technical and administrative support to successfully implement the QMS;
- Coordinate QMS-related activities in their respective offices;
- Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
- Facilitate the delivery of specific outputs in line with the QMS;
- Assist the QMR in communicating with external parties on QMS-related matters; and
- Provide feedback and updates on QMS-related matters to the QMR.

3. 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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