



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

April 28, 2021

**OFFICE MEMORANDUM**  
OM No. 030, s. 2021

**QUALITY MANAGEMENT SYSTEM (QMS) TEAM MEMBERS' MEETING WITH THE  
RESPECTIVE QMS TEAM LEADERS**

**To :** OIC - Asst. Schools Division Superintendents  
CID Chief  
SGOD Chief  
QMS Team Leaders  
Section/Unit/Office Heads  
QMR, DQMR, QMS Secretariat  
QMS Team Members

1. This Office announces the conduct of an Online Quality Management System (QMS) Team Members' Meeting with the respective QMS Team Leaders in the morning (8:00 – 10:00 a.m.) of May 7, 2021.
2. The expected participants to the said meeting are the QMS Team Leaders and their members.
3. The meeting link will be created by the respective QMS Team Leaders and will be uploaded in the group chat of each QMS Team 30 minutes before the online meeting begins.
4. All participants are expected to connect to the meeting link not later than 7:30 a.m.
5. The following are the provisional agenda of the QMS Teams' Meeting:
  - a. Discussion on the Adjusted Functions of the QMS Team;
  - b. Adjustment of the QMS Team's Plan for 2021 to be Submitted to the Top Management through the Quality Management Representative;
  - c. Crafting of QMS Team's Policy for Approval of the Top Management; and

DEPEDQUEZON-TM-SDS-04-010-004



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ICT UNIT  
**UPLOADED**

Date/Time: 4/30/2021  
By: Rommel  
Ref. no. OM 030, S-2021



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- d. Other Matters
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 hereby enjoined.

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

qms-qmrjam/04/28/2021

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