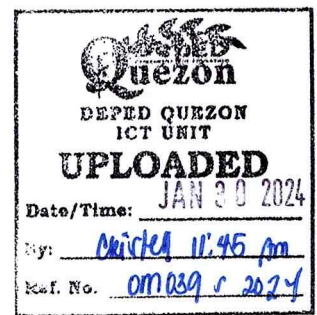




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



26 January 2024

OFFICE MEMORANDUM
OM No. 039, s. 2024

**NOTICE OF MEETING FOR THE MEMBERS OF THE ONE QMS
KNOWLEDGE MANAGEMENT TEAM (KMT)**

To : Assistant Schools Division Superintendent
Quality Management Representative
Knowledge Management Team
All others concerned

In reference to Office Memorandum No. 017, s. 2024 on the Designation of Knowledge Management Team (KMT) Members, please be informed that all listed shall attend a meeting on **February 2, 2024, 9:00AM** at Division Library Hub.

The agenda of the meeting are as follows:

- a. Introduction of KMT Members and Issuance of Designation
- b. Duties and Responsibilities of KMT Members
- c. KMT Action Plan and Proposed Activities
- d. KMT Manual and Procedures and Work Instruction Manual (PAWIM)
- e. Sample Quality Control Plan
- f. One QMS Timeline
- g. Other Matters

Complete attendance of all is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

kmtjob/012624
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