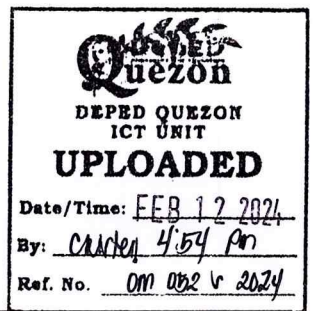




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 February 2024

OFFICE MEMORANDUM
OM No. 052, s. 2024

**ADJUSTMENT OF QMS-RELATED ACTIVITIES AND OTHER QMS-RELATED CONCERNS
OF THE SCHOOLS DIVISION OF QUEZON**

To: Assistant Schools Division Superintendents
Division Chiefs
Quality Management System Representative
Deputy Quality Management Representative
Quality Management System Secretariat Leader
QMS Team Leaders
All Others Concerned

In compliance with DepEd Order (DO) No. 009, s. 2021, which focuses on the Institutionalization of a Quality Management System within the Department of Education (DepEd), this Office cordially requests the full participation of all members in the upcoming QMS meeting scheduled on February 13, 2024, from 8:00 am to 11:50 am. The meeting will be held at the ASDS Conference Room. The set of agenda for discussion is as follows:

1. Finalization of QMS- Related Calendar of Activities
2. Realignment of QMS Budget for 2024
3. Additional Members of QMS Secretariat
4. Re-constitution of Risk Management Team
5. Submission of Scanned Copy of QMS-Designation Papers to the QMS Secretariat
6. Submission of QMS Planning Documents
7. Auditing of Office Functions Guided by the PAWIM of the Department of Education

DEPEDQUEZON-TM-SDS-04-010-005




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8. Preparation of Office Manuals/Quality Control Plans
9. Quality Assurance of Office Manual, Including the Quality Control Plans
10. Registration of All QMS-Related Documented Information, Work Instructions, Forms, and Templates
11. Cascading of Office Manuals and QMS-Related Documented Information, Work Instructions, Forms, and Templates
12. Issuance of Division Memorandum Concerning the Utilization of KMT – Registered Documented Information, Forms, Templates
13. Division - Wide Orientation on One DepEd, One QMS (SDO and Sub-Offices Personnel, PSDSs and School Heads) Proper Documentation of QMS-Related Activities
14. Issuance of a Division Memo regarding the full Implementation of One DepEd, One QMS.
15. Conduct of Office Readiness for ISO Certification
16. Holding of First Internal Quality Audit (IQA) and Management Review (MR) Based on National Quality Management System (NQMS)
17. Other Matters

Immediate dissemination of this Office Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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