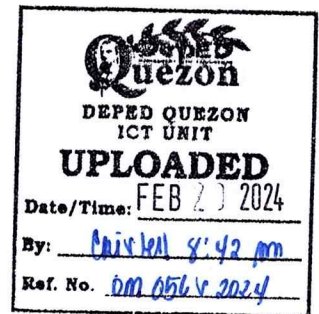




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



13 February 2024

**OFFICE MEMORANDUM**

OM No. 056, s. 2024

**FINALIZATION/VALIDATION OF THE QMS PLANNING DOCUMENTS**


**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Select Personnel  
All Others Concerned

In connection with the Division Risk Management Training-Workshop held on February 7-8, 2024 at Queen Margarett Hotel – Downtown, Lucena City, the Risk Management Team (RMT) will lead the conduct of a one-day activity towards the finalization of the planning documents which are essential in the implementation of a quality management system in the Schools Division of Quezon. The venue for the **Finalization/Validation of the QMS Planning Documents** on **February 21, 2024** is Sevilla's Resort, Lucena City.

All concerned functional divisions and select personnel will be gathered to provide input/feedback in the final SWOT analysis, risk registry, opportunity registry, and list of relevant interested parties for approval of the Top Management (TM).

The TM, Division Chiefs, and select personnel are expected to attend. Please see the list of participants in Enclosure No. 1 and the indicative program of activities in Enclosure No. 2.

Immediate dissemination of and compliance to this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

parord/rmt/02/13/2024

DEPEDQUEZON-TM-SDS-04-010-005



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[Enclosure No. 1 to OM No. 056, s. 2024]

**LIST OF PARTICIPANTS**

No.	Name	Position	Functional Division
1	Rommel C. Bautista	SDS	OSDS
2	Venus T. Balmedina	OIC-ASDS	OSDS
3	Joepi L. Falqueza	ASDS	OSDS
4	Roselyn Q. Golfo	OIC-ASDS	OSDS
5	Lorena S. Walangsumbat	CID Chief	CID
6	Elizabeth M. De Villa	SGOD Chief	SGOD
7	Juanito A. Merle	Education Program Supervisor	CID
8	Jee-Ann O. Borines	Education Program Supervisor	CID
9	Walter F. Galarosa	Education Program Supervisor	CID
10	Maria Teresita M. Abella	Nurse II	SGOD
11	Raul R. Agaran	Education Program Supervisor	SGOD
12	Regina V. Marino	Senior Education Program Specialist	SGOD
13	Paul Clifford N. Marquez	Senior Education Program Specialist	SGOD
14	Oscar R. Duma Jr.	Senior Education Program Specialist	SGOD
15	Michelle G. Duma	Senior Education Program Specialist	SGOD
16	Joan Alejaida R. Mauhay	Education Program Supervisor	CID
17	Asuncion C. Ila	Education Program Supervisor	CID
18	Fernando T. Seño	Education Program Supervisor	CID
19	Maria Dolores C. Atienza	Administrative Officer V	OSDS
20	Maria Rexcia Baldeo	Legal Officer	OSDS
21	Sherelyn O. Pardilla	Administrative Officer IV	OSDS
22	Florice R. Lagos	Administrative Assistant III	OSDS
23	Wennie O. Gaela	Administrative Officer IV	OSDS

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[Enclosure No. 2 to OM No. 056, s. 2024]

**INDICATIVE PROGRAM OF ACTIVITIES**

<b>Time</b>	<b>Activity/Content</b>	<b>Persons Responsible</b>
7:00 – 8:00 a.m.	Registration/Attendance	RMT
8:00 – 9:00 a.m.	Program Preliminaries (AVP)	IT Officer
	Welcome Remarks	ASDS In-Charge
	Statement of Purpose	SGOD Chief
Content/Methodology		
9:00 – 10:30 a.m.	<ul style="list-style-type: none"><li>• Presentation of Division SWOT Matrix</li><li>• Critiquing/ feedback/ revision</li></ul>	TM OSDS Representative FD Chiefs/ Participants
10:30 – 12:00 p.m.	<ul style="list-style-type: none"><li>• Presentation of Division Risk Registry</li><li>• Critiquing/ feedback/ revision</li></ul>	TM OSDS Representative FD Chiefs/ Participants
12:00 – 1:00 p.m.	Lunch	
1:00 – 2:00 p.m.	<ul style="list-style-type: none"><li>• Presentation of Division Opportunity Registry</li><li>• Critiquing/ feedback/ revision</li></ul>	TM OSDS Representative FD Chiefs/ Participants
2:00 – 3:00 p.m.	<ul style="list-style-type: none"><li>• Presentation of Division List of Relevant Interested Parties</li><li>• Critiquing/ feedback/ revision</li></ul>	TM OSDS Representative FD Chiefs/ Participants
3:00 – 3:30 p.m.	<ul style="list-style-type: none"><li>• Wrapping Up/ Reminders</li></ul>	TM QMR
3:30 – 4:00 p.m.	Program Evaluation/ Photo Opportunity	SMME SEPS Participants

-Nothing follows.

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