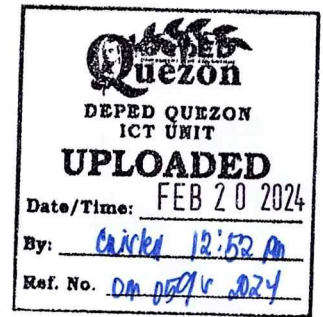




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



19 February 2024

**OFFICE MEMORANDUM**  
 OM No. 059, s. 2024

**UTILIZATION OF CALENDAR OF QUALITY MANAGEMENT SYSTEM (QMS)-RELATED ACTIVITIES FOR CALENDAR YEAR 2024**

- To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Quality Management System Representative  
 Deputy Quality Management Representative  
 Quality Management System Secretariat Leader  
 QMS Team Leaders  
 Section/Unit/Office Heads  
 All Others Concerned

In adherence to DepEd Order (DO) No. 009, s. 2021, aimed at the Institutionalization of a Quality Management System within the Department of Education (DepEd), this Office encourages the active participation of Assistant Schools Division Superintendents, Division Chiefs, Quality Management System Representative, Deputy Quality Management Representative, Quality Management System Secretariat Leader, QMS Team Leaders, Section/Unit/Office Heads, and all relevant stakeholders in engaging with the Calendar of QMS-Related Activities for Calendar Year 2024 provided below.

**CALENDAR OF QMS-RELATED ACTIVITIES**

Target Date of Implementation	Activity	Persons Involved
Jan. 2024	Reconstitution of KMT Members	TM, KMT Members
Jan 31- Feb 2, 2024	Capability Training Workshop (Face-to-Face)	IQAT Members
Feb. 7-8, 2024	Division Training-Workshop on Risk Management (Face-to-Face)	RMT, QMS Teams, Process Holders

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Feb. 16, 2024	Preparation/Finalization of QMS Planning Documents (Per Functional Division)	Division Chiefs, Process Holders
Feb. 16, 2024	Reconstitution of RMT	TM, RMT
Feb. 19, 2024	Consolidation of the QMS Planning Documents of the Functional Divisions	OSDS
Feb. 19, 2024	First Meeting with KMT Members (Face-to-Face)	QMR, KMT Members
Feb. 21, 2024	Presentation of the QMS Planning Documents (Face-to-Face)	TM, Division Chiefs, QMR, QMS Secretariat, QMS Team Leaders, Section Heads
Feb. 22, 2024	Conduct of Audit on the Office Functions/Processes	IQAT, Division Chiefs, Process Holders
Feb. 23, 2024	Submission of Audit Findings/Recommendations on the Office Functions/Processes to the Top Management	IQAT
March 1, 2024	Launching of Project SDO-Quezon Quality Workplace: Project SINOP	Unit Heads, Staff, QWT
March 4, 2024	QMS Secretariat Meeting	QMR, DQMR, QMS Secretariat
March 6-8, 2024	Workshop on the Preparation of Operations Manual Per Functional Division	TM QMS Teams Section/Unit Heads
March 9-31, 2024	Quality Assurance of Office Manual (including Quality Control Plans)	TM, Division Chiefs, QMR, DQMR, Secretariat, QMS Teams, Section/Unit Heads

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March 18-19, 2024	Quality Workplace Capacity Building: Project SINOP	TM, QWT
March 25-29, 2024	Risk Monitoring (per FD)	RMT, FD focals
March 25-29, 2024	Risk Review (of RMT)	RMT
April 2024	Attendance to National IQA Forum	IQA Lead, Asst Lead, QMR
April 5, 2024	Development of TAT Advocacy Materials	TAT, QMS Teams & Top Management
April 5, 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
April 8-12, 2024	Cascading of Office Manuals and QMS-Related Documented Information, Work Instructions, Forms, and Templates	TM, QMR, DQMR, Secretariat, QMS Teams Division/Section Chiefs/Heads, Process Holders
April 15, 2024	Issuance of Division Memorandum Concerning the Utilization of KMT Registered Documented Information, Forms & Templates	KMT
May 2024	Cascading of Learning from National Forum	IQAT
May 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
May 3, 2024	Capacity Building on ISO Awareness to Newly hired SDO Personnel	TAT, Newly hired Personnel & Top Management
May 6, 2024	Registration of all QMS-Related Documented Information, Work Instructions, Forms, and Templates	KMT, Division/Section Chiefs/Heads, Process Holders

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May 6-10, 2024	Division-Wide Orientation on One DepEd One QMS (Online)	SDO and Sub-Offices Personnel, PSDSs, and School Heads
May 10, 2024	Development of TAT Advocacy Materials (Paraphernalia)	TAT, QMS Teams & Top Management
May 16, 2024	Issuance of a Division Memorandum Regarding the Full Implementation of One DepEd, One QMS	QMR
June 2024	Quarterly Meeting	IQAT
June 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
June 7, 2024	Award and Recognition	Unit Heads, Staff, QWT
June 24-28, 2024	Risk Review (of RMT)	RMT
June 24-28, 2024	Risk Monitoring (per FD)	RMT, FD focals
July 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
July 8-12, 2024	Conduct of Office Readiness for ISO Certification	QMR, DQMR, Secretariat, IQAT
July 16, 2024	QMS Secretariat Meeting	QMR, DQMR, QMS Secretariat
Aug. 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
Aug. 12-14, 2024	First Internal Quality Audit (IQA)	TM, QMR, DQMR, Secretariat, Division Chiefs, IQAT, QMS Teams, Process Holders

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Sept. 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
Sept. 23-27, 2024	Risk Review (of RMT)	RMT
Sept. 23-27, 2024	Risk Monitoring (per FD)	RMT, FD Focal
Sept. 30, 2024	Management Review	TM, QMR, DQMR, Secretariat, QMS Teams
Oct. 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
Nov. 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
Dec. 2024	Monthly Monitoring of Unit Workplaces	Unit Heads, Staff, QWT
Dec. 16-20, 2024	Risk Monitoring (per FD)	RMT, FD Focal
Dec. 16-19, 2024	Risk Review (of RMT)	RMT
Dec. 20, 2024	Management Review	TM, QMR, DQMR, Secretariat, QMS Teams

Any change in the CALENDAR OF QMS-RELATED ACTIVITIES necessitates approval from the Office of the Schools Division Superintendent. Your compliance is appreciated.

Immediate dissemination of this Office Memorandum is desired.


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

qmrjam02/19/2024

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