



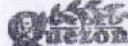
Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

OFFICE MEMORANDUM
OM No. 065, s. 2021

02 August 2021

**QUALITY MANAGEMENT SYSTEM MEETING
WITH TOP MANAGEMENT, DIVISION CHIEFS AND SECTION/ UNIT HEADS**

**TO: OIC-Assistant Schools Division Superintendents,
Curriculum Implementation Division Chief,
School Governance and Operations Division Chief,
Section/Unit Heads,
QMS Team Leaders
QMR, DQMR and QMS Secretariat
All Others Concerned**

	
DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time	<u>AUG 03 2021</u>
By:	<u>crystell a. 37 pm</u>
Ref. no.	<u>DM 065, s. 2021</u>

This Office announces the conduct of Quality Management System (QMS) Meeting on **Wednesday, August 4, 2021 (8:00 a.m. to 5:00 p.m.)** at **Aquawood Garden Hotel, Candelaria, Quezon.**

The expected participants to this meeting are the OIC-Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Section/Unit Heads, QMS Team Leaders, QMR, DQMR and QMS Secretariat.

Also, for the participant/s that are in Work From Home or with other important business may join via Zoom with **User ID: 849 3137 9186** and **PW: 12345**, and are all requested to connect to the prescribed link 15 minutes before the meeting begins.

The agenda of the meeting are as follows:

1. Presentation of Sub-Office Status and Updates
2. QMS announcements and concerns
3. Other matters

All participants in the meeting shall strictly adhere with the health and safety protocols implemented by the Department of Health (DOH) and Inter-Agency Task Force for Emerging Infectious Disease (IATF-EID).

DEPEDQUEZON-TM-SDS-04-010-004



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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All expenses relative to this activity shall be chargeable against local fund subject to usual accounting and auditing procedures.

Attendance is a must. For strict compliance.

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

OSDSsvd08/02/2021

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Quality Management System (QMS) Meeting
August 4, 2021 (8:00 a.m. to 5:00 p.m.)
Aquawood Garden Hotel, Candelaria, Quezon

PROGRAMME

I. Preliminaries

- National Anthem
- Prayer
- Attendance Check/ Roll Call of Participants
- Reading and Approval of Previous Minutes of Meeting

II. Welcome Remarks: OIC-ASDS

III. Meeting Proper

A. Presentation of Sub-Office Status/Updates by OIC-SDS Elias Alicaya Jr.

- **Sub-Office Processes** c/o Wennie Gaela -HRMO
- **Status of Personnel Deployment** c/o Ma. Dolore D. Atienza – AO V
- **DTS Status/Updates** c/o Sherelyn Pardilla – Records Officer
- **Delivery Updates** c/o George Aguila – Supply Officer
- **CID Preparations for SubOffices** c/o Lorena Walangsumbat- CID Chief
- **SGOD Preparations for Sub Offices** c/o Elizabeth M. De Villa- SGOD Chief

B. QMS Meeting Proper

C. Other Concerns/ Announcements

IV. Closing Remarks: OIC-ASDS

EPS JUANITO A. MERLE
Facilitator

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