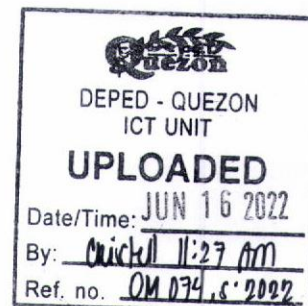




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



15 June, 2022

OFFICE MEMORANDUM
 OM No. 074, s. 2022

ACCOMPLISHMENT OF QMS – RELATED TASKS

To : Asst. Schools Division Superintendents
 Division Chiefs,
 Section/Unit/Office Heads
 QMS Team Leaders, and
 All Others Concerned

With the desire to sustain the Quality Management System (QMS) practices in the Division, this Office enjoins the concerned SDO personnel to do the following:

Tasks	Persons Responsible	Timeframe
1. Submission of Designation Papers of QMS Team Leaders and Members	Team Leaders of IQA, RMT, QWT, TAT and KMT	July 18, 2022
2. Holding of Plan Adjustment Meeting of QMS Team Leaders with Their Members	Team Leaders of IQA, RMT, QWT, TAT and KMT	July 19 – 22 2022
3. Submission of Adjusted QMS Teams' Action Plan for SDS Signature, copy furnished the QMR	Team Leaders of IQA, RMT, QWT, TAT and KMT	July 26, 2022
4. Submission of Risk Registry and Opportunity Registry	Team Leaders of IQA, RMT, QWT, TAT, KMT Division Chiefs and Section/Unit/Office Heads	July 29 2022
5. Submission of Consolidated Risk Registry and Opportunity Registry	RMT Team Leader	August 8, 2022
6. Processing of QMS Documents with the KMT for Adoption, Revision, Addition or Deletion	Team Leaders of IQA, RMT, QWT, TAT, KMT Division Chiefs and Section/Unit/Office Heads	July – August, 2022

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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7. Monthly Sharing of Customers' Feedback (Note: To be done during the monthly QMS meeting)	RMT Team Leader or his designated representative	Monthly QMS Meeting
8. Monthly Sharing of Requests for Action	IQA Team Leader	Monthly QMS Meeting
9. SDO Personnel Orientation on DO No. 009, s. 2021	Training and Advocacy Team Leader	To be determined by Training and Advocacy Team Leader
10. Re-orientation of the Office Staff on Office Processes, Policies and Regulations	Division Chiefs, Section/Unit/Office Heads	July – August 2022
11. Observance of Quality Workplace	Quality Workplace Team Leader	July – December, 2022
12. Submission of Complete Internal Quality Audit Report to the Top Management copy furnished the QMR	IQA Team Leader	June 20, 2022
13. Submission of Sub-Office Specific Processes that Include Process Flow	ASDS In-Charge of DepEd Quezon Sub-Offices	June 24 – 30, 2022
14. Preparation of Activity Design for QMS Benchmarking Activity	QMS Secretariat Leader	Not later than July 30, 2022

caa

ELIAS A. ALICAYA JR., EdD
Asst. Schools Division Superintendent
OIC-Office of the SDS

qmriam06/15/2022
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