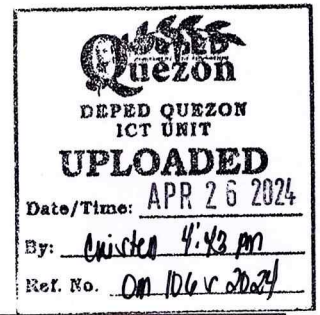




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



18 April 2024

OFFICE MEMORANDUM
 OM No. 106, s. 2024

**QUALITY ASSURANCE OF QUALITY CONTROL PLANS (QCPs) AND OPERATIONS
 MANUALS (Oms) OF THE OSDS, SGOD, AND CID**

- To:** Assistant Schools Division Superintendents
 Division Chiefs
 Section/Unit/Office Heads
 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 process holders in the quality assurance of Quality Control Plans (QCPs) and Operations Manuals (OMs) on April 29 – 30, 2024 and May 2, 2024.

The following is the flexible schedule for above mentioned activity:

Date and Time	Functional Divisions/Service Units/Offices	Quality Assurance Providers
April 29, 2024		
9:00 – 10:00 A.M.	CID – IMS	QMR, DQMR, KMT Lead
10:00 – 11:00 A.M.	CID – LR/Library	QMR, DQMR, KMT Lead
11:00 – 12:00 NOON	CID – Private Schools	QMR, DQMR, KMT Lead

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
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1:00 – 2:00 P.M.	OSDS- Accounting Section	QMR, DQMR, KMT Lead
2:00 – 3:00 P.M.	OSDS- Administrative and General Services Sections	QMR, DQMR, KMT Lead
3:00 – 4:00 P.M.	OSDS – ASDS Office	QMR, DQMR, KMT Lead
4:00 – 5:00 P.M.	OSDS- Budget Section	QMR, DQMR, KMT Lead
<u>April 30, 2024</u>		
8:00 – 9:00 A.M.	OSDS – Cash Section	QMR, DQMR, KMT Lead
9:00 – 10:00 A.M.	OSDS - IT Section	QMR, DQMR, KMT Lead
10:00 – 11:00 A.M.	OSDS - Legal Section	QMR, DQMR, KMT Lead
11:00 – 12:00 NOON	OSDS - Personnel Section	QMR, DQMR, KMT Lead
1:00 – 2:00 P.M.	OSDS - Records Section	QMR, DQMR, KMT Lead
2:00 – 3:00 P.M.	OSDS - Supply Section	QMR, DQMR, KMT Lead
3:00 – 4:00 P.M.	SGOD - School Health Section	QMR, DQMR, KMT Lead
4:00 – 5:00 P.M.	SGOD – HRD	QMR, DQMR, KMT Lead
<u>May 2, 2024</u>		
8:00 – 9:00 A.M.	SGOD – PAR	QMR, DQMR, KMT Lead
9:00 – 10:00 A.M.	SGOD – SMME	QMR, DQMR, KMT Lead
10:00 – 12:00 NOON	SGOD – SocMoNet	QMR, DQMR, KMT Lead
1:00 – 2:00 P.M.	SGOD - Testing	QMR, DQMR, KMT Lead
2:00 – 3:00 P.M.	*SGOD OM	QMR, DQMR, KMT Lead
3:00 – 4:00 P.M.	*CID OM	QMR, DQMR, KMT Lead
4:00 – 5:00 P.M.	*OSDS OM	QMR, DQMR, KMT Lead

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The above-mentioned initiative aims to equip DepEd Quezon for the Provision of Technical Assistance on Quality Management Systems by DepEd – CALABARZON in May 2024.

To effectively achieve the objective of the activity, all stakeholders are required to bring two copies of their Quality Control Plans/Operating Manuals to their scheduled meetings with the Quality Assurance (QA) providers for thorough quality assurance of their QMS documents.

In case of scheduling conflicts, process holders are urged to liaise with the QMS Secretariat Lead to facilitate any required adjustments to the QA schedule.

Immediate dissemination of this Office Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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qmrjam04/18/2024

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