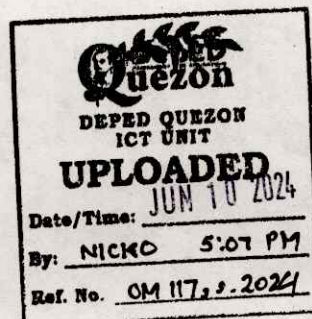




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 June 2024

**OFFICE MEMORANDUM**  
OM No. 117, s. 2024

**SHORT MEETING ABOUT QMS-RELATED ACTIVITIES AND OTHER QMS-RELATED CONCERNS OF THE SCHOOLS DIVISION OF QUEZON**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Quality Management System Representative  
Deputy Quality Management Representative  
Quality Management System Secretariat Leader  
QMS Team Leaders  
Section/Office Heads  
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 members in the short meeting about QMS – related activities and other QMS-related concerns scheduled on June 10, 2024, from 8:00 am to 9:00 am. The meeting will be held right after the Flag Ceremony at the Division Library Hub. The agenda for discussion is as follows:

1. Reminders from the OIC-ASDS In-Charge of the QMS
  - o Quality Assurance of QCPs and OMs (until June 17, 2024)
  - o Submission of Accomplishment Report of QMS Teams (January – May 2024)
  - o Submission of List of Employees per Office/Unit/Section with Indicated Membership in the QMS Teams (Division Chief/Office/Unit/Section Heads)
  - o Submission of Monthly and Quarterly Customers' Feedback from January to May 2024 (C/o RMT)
  - o Submission of Risks Monitoring Reports (C/o RMT)
  - o Reports on Monthly Monitoring of Unit Workplaces (C/o QWT)
  - o ISO Awareness for Newly Hired Division Personnel (C/o TAT)
  - o Registration to the KMT of QMS Documents (June 21, 2024)
  - o Conduct of Division Readiness for ISO Certification (June 27 – 28, 2024)

DEPEDQUEZON-TM-SDS-04-010-005



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- Revision of QMS-related documents, if needed (July 1 – 5, 2024)
- Cascading of Office Manuals and QMS-Related Documented Information, Work Instructions, Forms, and Templates (July 11, 2024)
- Issuance of Division Memorandum Concerning the Utilization of KMT – Registered Documented Information, Forms, Templates (July 12, 2024)
- Division - Wide Orientation on One DepEd, One QMS (SDO and Sub-Offices Personnel, PSDSs and School Heads) Proper Documentation of QMS-Related Activities (July 19, 2024)
- Issuance of a Division Memo regarding the full Implementation of One DepEd, One QMS (July 26, 2024)

2. Other Matters

Immediate dissemination of this Office Memorandum is desired.

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

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