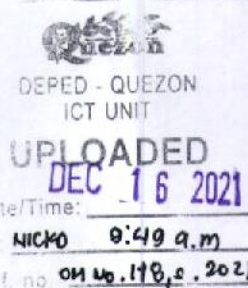




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



15 December 2021

OFFICE MEMORANDUM
OM No. 118, s. 2021

**NOTICE OF CLOSING MEETING FOR THE QUALITY MANAGEMENT
SYSTEMS (QMS) YEAR-END AUDIT**

TO: OIC – Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Internal Quality Auditors
Committee Chairpersons
IQA Team Members

In reference to **Office Memorandum No. 105, S. 2021**, titled Conduct of Quality Management Systems (QMS) Year-end Audit, please be advised that the closing meeting of the aforesaid activity will be held on **December 23, 2021 at 1:00 o'clock in the afternoon.**

As agreed, the **Team Leaders** of each audit group will present their audit report.

Please see attached program of activity for your information.

Widest dissemination of this Memorandum is hereby enjoined.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

iqarra12/15/2021

DEPEDQUEZON-TM-SDS-04-010-004



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Enclosure 1

**QUALITY MANAGEMENT SYSTEMS (QMS) YEAR-END AUDIT
CLOSING MEETING**

PROGRAM OF ACTIVITY
December 23, 2021

PART I PROGRAM PRELIMINARIES

Opening Prayer
Welcome Remarks
Attendance Check
Message
Call to Order

PART II CLOSING MEETING PROPER

Presentation of Audit Reports

- Audit Team No. 1
 - Comments from the Section Heads/Auditees
- Audit Team No. 2
 - Comments from the Section Heads/Auditees
- Audit Team No. 3
 - Comments from the Section Heads/Auditees
- Audit Team No. 4
 - Comments from the Section Heads/Auditees
- Audit Team No. 5
 - Comments from the Section Heads/Auditees

Acceptance of Audit Reports

Reminders on the submission of action for audit findings

Adjournment

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