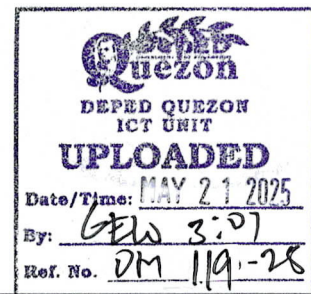




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 May 2025

OFFICE MEMORANDUM
OM No. 119, s. 2025

CONDUCT OF DIVISION MANAGEMENT REVIEW

To: Assistant Schools Division Superintendents
Division Chiefs
Quality Management Representative
Deputy Quality Management Representative
Quality Management System Secretariat
QMS Team Leaders
Section/Unit Heads
All Others Concerned

In compliance with **DepEd Order No. 009, s. 2021** titled Institutionalization of a Quality Management System within the Department of Education (DepEd), this Office informs all concerned of the following **schedules for the Division Management Review (MR)**:

Quarter Covered	Schedule
Quarter 2	June 20, 2025
Quarter 3	September 22, 2025
Quarter 4	November 28, 2025

Please be reminded that the participants of this activity are the Top Management, Division Chiefs, Quality Management Representative, Deputy Quality Management Representative, Quality Management System Secretariat Lead and Members, QMS Team Leaders, and Section/Unit Heads.

The following are the agenda items for discussion during the Division Management Review, along with the corresponding Section/Unit/Committee or Person in Charge:

Agenda Discussions	Section/Unit/Committee/Person In Charge
Status of actions from previous management committee meeting	ASDS or QMR

DEPEDQUEZON-TM-SDS-04-010-005



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Status of Planning Documents (SWOT, Risk Registry, Opportunity Registry)	QMR, RMT Lead, and Process Holders
Customer satisfaction and feedback	Office of the SDS - Proper
Status of OPCR	SDS/ASDS, Functional Division Chiefs and Unit/Section Heads
Status of Programs, Activities, and Projects (PAPs)	SDS/ASDS, Functional Division Chiefs and Unit/Section Heads
Status of non-conformities and Request for Action	QMR, IQA Lead
Monitoring and measurement results – Updates on the improvement on Operations Manuals MEA-PIR	Functional Division Chiefs and Unit/Section Heads
Internal Quality Audit results COA Findings (if applicable)	IQAT Lead Finance, Property & Supply
Performance of External Providers	Property & Supply
Adequacy of Resources	QWT Lead with Functional Division Chiefs and Unit/Section Heads
Risk Monitoring and Review Results	RMT Lead
Opportunities for Improvement	QMR Functional Division Chiefs and Unit/Section Heads

Please be advised that a **copy of the presentation materials** to be used during the Management Review must be submitted to the QMS Secretariat at least one (1) day before the scheduled activity through this link: **tinyurl.com/MRPresentations25**.

Participants are also reminded to designate a representative in case of their absence to ensure that all agenda items are properly presented and reported.

For guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd05/20/2025

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