



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

DEPED QUEZON ICT UNIT
<b>UPLOADED</b>
Date/Time: OCT 14 2024
By: <u>Leo</u> 10:58
Rpt. No. <u>OM 211-24</u>

11 October 2024

**OFFICE MEMORANDUM**  
OM No. 211, s. 2024

**NOTICE OF MEETING OF QMS SECRETARIAT**

**To:** Assistant Schools Division Superintendents  
Quality Management Representative  
Deputy, Quality Management Representative  
Quality Management Secretariat  
All Others Concerned

In connection with the reconstitution of the QMS Secretariat, this Office Memorandum is issued to inform all concerned about the meeting to be held on **October 15, 2024**, 9:00 a.m. via Google Meet. This will be participated by the Quality Management Representative (QMR), Deputy, QMR, and QMS Secretariat Members. Meeting credentials will be sent through the official Messenger Group Chat of the QMS Secretariat. Please see Enclosure for the list of target participants for the said online meeting.

Be informed of the following agenda:

- Review of the roles and responsibilities of the QMS Secretariat;
- Presentation of the assignment of each Secretariat Member;
- Updates on the QMS activities; and
- Other matters

For strict compliance.

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

smemgd10/15/2024

DEPEDQUEZON-TM-SDS-04-010-005



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Enclosure to OM No. 211, s. 2024

**List of Meeting Participants**

	<b>Name</b>	<b>Position/Designation</b>
1	JUANITO A. MERLE	Education Program Supervisor/QMR
2	MARBIN JERAMIL D. FRAGATA	Planning Officer III/Deputy QMR
3	MICHELLE G. DUMA	SEPS/Lead, QMS Secretariat
4	MARY JOYCE P. SALAMAT	EPS-II/Asst. Lead, QMS Secretariat
5	CRISTELL M. SUANTE	ADAS III/Member, Secretariat
6	MARIBETH D. FRAGATA	JO/Member, Secretariat (External)

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