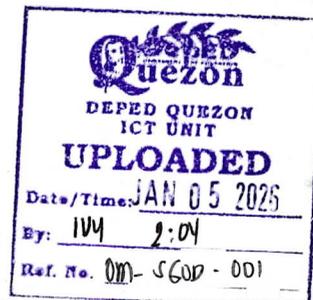




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



5 January 2026

OFFICE MEMORANDUM
SGOD-2026-001

CONDUCT OF THE 1ST QMS TEAM LEADERS AND QMS SECRETARIAT MEETING

To: Assistant Schools Division Superintendent In-Charge of the QMS
Quality Management Representative
QMS Team Leaders
QMS Secretariat Members
All Others Concerned

In line with the effective implementation and continual improvement of the Division's Quality Management System, please be informed that the **1st QMS Team Leaders and QMS Secretariat Meeting** will be conducted in-person at the **DepEd Quezon Library Hub** on **January 6, 2026, 2:00 p.m.**

The provisional agenda for the meeting are as follows:

1. Preparation and Processing of Designation Papers, including the issuance of the Office Memorandum;
2. Submission of Planning Documents for CY 2026 including SWOT Matrix, Risk Registry, Opportunity Registry, List of Relevant Interested Parties, and Action Plan for CY 2026;
3. Submission of Accomplishment Report for CY 2025;
4. Submission of Activity Proposals for CY 2026;
5. Preparation for the Benchmarking Activity of Camarines Sur (CamSur) Personnel;
6. Preparation of QMS Calendar of Activities for CY 2026; and
7. Other Matters.

All concerned personnel are expected to attend and come prepared with the necessary documents and updates pertinent to the agenda items.

For information, guidance, and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgod/mamt/01/05/2026
DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>