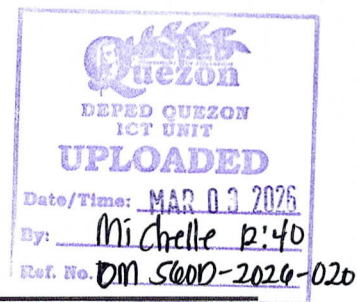




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



2 March 2026

**OFFICE MEMORANDUM**  
**SGOD-2026- 020**

**FIRST QUARTER DIVISION MANAGEMENT REVIEW (MR) FOR CALENDAR YEAR 2026**

**To:** Assistant Schools Division Superintendents  
Functional Division Chiefs  
Quality Management Representative (QMR)  
Section/Unit Heads  
Education Program Supervisors  
QMS Team Leaders  
Quality Management System Secretariat  
All Others Concerned

In pursuit of continual improvement and to ensure the effective implementation of the Quality Management System (QMS) of DepEd Quezon, this Office announces the conduct of the First Quarter Division Management Review (MR) on **March 27, 2026** at **M. I. Sevilla's Resort, Brgy. Domoit, Lucena City**.

Consistent with **DepEd Order No. 9, s. 2021**, otherwise known as the Institutionalization of a Quality Management System in the Department of Education, the Management Review is conducted to evaluate the performance and effectiveness of the QMS, wherein audit results, identified targets, and other QMS-related matters are discussed to ensure that the QMS remains suitable, adequate, and effective.

Specifically, the First Quarter Division Management Review aims to:

1. Review the status of implementation of Programs, Projects, and Activities (PPAs) for the first quarter;
2. Assess performance vis-à-vis targets reflected in the AIP, OPCRF, and other operational plans;
3. Evaluate risks, issues, and opportunities affecting delivery of services;
4. Ensure continuing suitability, adequacy, and effectiveness of the QMS in accordance with applicable standards; and
5. Formulate strategic decisions and action plans to address gaps and improve performance in the succeeding quarters.

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>



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

The following are the management review agenda and the corresponding responsible personnel:

<b>Agenda</b>	<b>Responsible Personnel</b>
Status of actions from previous management review (9.3.2 a)	<b>Juanito A. Merle, EdD</b> QMR
Status of Planning Documents (9.3.2 b) a. SWOT b. Risk Registry c. Opportunity Registry	<b>Fernando T. Seño, DEM</b> RMT Lead
Customer satisfaction and feedback (9.3.2 c1)	<b>Liezl V. Alcala</b> QMS Job Order Personnel
Status of Programs, Projects, and Activities (PPAs) (9.3.2 c3)	Section/Unit Heads
Status of nonconformities and Request for Actions (9.3.2 c4)	<b>Michelle G. Duma, EdD</b> IQAT Lead
Monitoring and measurement results (9.3.2 c5) a. Updates on the improvement of the Operations Manual b. MEA-PIR	<b>Jee-Ann O. Borines</b> KMT Lead  <b>Michelle G. Duma, EdD</b> SEPS-SMME
Internal Quality Audit results and COA findings (if applicable) (9.3.2 c6)	<b>Michelle G. Duma, EdD</b> IQAT Lead  <b>Edmundo R. Marin Jr.</b> Accountant III
Performance of external providers (9.3.2 c7)	<b>George D. Aguila</b> Property and Supply Officer II
Adequacy of resources (9.3.2 d)	<b>Maria Dolores D. Atienza</b> QWT Lead
Risk Monitoring & Review results (9.3.2 e)	<b>Fernando T. Seño, DEM</b> RMT Lead
Opportunities for improvement/other matters (9.3.2 f)	<b>Juanito A. Merle, EdD</b> QMR

The QMS Secretariat shall consolidate the slide decks of reports through the link <https://tinyurl.com/ManRevPresents> and facilitate the technical presentation and documentation requirements of the activity.

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](mailto:quezon@deped.gov.ph)  
Website: <https://quezon.deped.gov.ph>



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

---

Attendance of all concerned officials and section/unit heads is mandatory, as the outcomes of this review shall guide policy directions, resource allocation, and operational adjustments for the succeeding implementation period. In case the participant cannot attend the management review, he/she shall designate his/her representative.

Immediate dissemination of and strict compliance to this Memorandum are desired.

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

*sgod/mamt/03/02/2026*

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](mailto:quezon@deped.gov.ph)

Website: <https://quezon.deped.gov.ph>



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

Enclosure to OM No. 020, s. 2026

**Participants to the First Quarter Division Management Review**

<b>Name</b>	<b>Position/Designation</b>
Rommel C. Bautista, CESO V	Schools Division Superintendent
Roselyn Q. Golfo, PhD	Assistant Schools Division Superintendent
Lorena S. Walangsumbat, EdD	OIC-ASDS
Aris S. Barrago, PhD	OIC-ASDS
Juanito A. Merle, EdD	SGOD Chief/QMR
Walter F. Galarosa, PhD	OIC-CID Chief
Fernando T. Seño, DEM	Education Program Supervisor/RMT Lead
Jee-Ann O. Borines	Education Program Supervisor/KMT Lead
Michelle G. Duma, EdD	SEPS-SMME/IQAT Lead
Regina V. Marino, PhD	SEPS-HRD/TAT Lead
Maria Dolores D. Atienza	Administrative Officer V/QWT Lead
Mark Angelo M. Tiusan	PDO-I/QMS Secretariat Lead
Rexcia Maria B. Baldeo	Attorney III
Wilbert B. Porteza	Information Technology Officer I
Catherine A. Pureza	Budget Officer III
Wennie O. Gaela	Human Resource Management Officer II
George D. Aguila	Property and Supply Officer II
Hilariona E. Coronado	Administrative Officer IV-Procurement
Shiela E. Javen	Administrative Officer IV-Cashier
Sherelyn O. Pardilla	Records Officer II
Raul R. Agaran, DBA	Education Program Supervisor-SGOD
Maria Bernadit M. Tupas, PhD	Senior Education Program Specialist-PAR
Paul Clifford N. Marquez	Senior Education Program Specialist-SMN
Daniel I. Hutamares Jr.	Engineer III
Ma. Teresita M. Abella	OIC-Medical Officer III
Heidi H. Gabriel	Nurse-in-Charge
Jose Macario Ernie V. Patiño	Dentist-in-Charge
Akimi Therese M. Asano	OIC-Planning Officer III
Liezl V. Alcala	Administrative Aide VI – QMS
Carla Jobelle J. Culajara	EPS-II/QMS Secretariat Member
Michaela Mae F. Zoleta	TA-I/QMS Secretariat Member
Rommel T. Oczon	PDO-I/QMS Secretariat Member
Marisyll Judee G. Mendoza	ADAS III/QMS Secretariat Member
Raymond Q. Nieva	ADA VI/QMS Secretariat Member
Designated PSDS	Public Schools District Supervisor

*-nothing follows-*

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](mailto:quezon@deped.gov.ph)  
Website: <https://quezon.deped.gov.ph>