



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



08 April 2026

OFFICE MEMORANDUM
SGOD-2026- 047

DIVISION ONLINE ORIENTATION ON THE PROCESSING OF CORRECTIVE ACTIONS

To: Assistant Schools Division Superintendents
Division Chiefs
Quality Management Representative
QMS Team Leaders
Division Office Personnel
All Others Concerned

In line with the Division's continuing commitment to strengthen internal quality management systems and ensure the timely and appropriate resolution of identified nonconformities, this Office announces the conduct of the **Division Online Orientation on the Processing of Corrective Actions** on **April 20, 2026 (Monday), from 9:00 a.m. to 12:00 p.m. via Zoom Platform.**

The activity aims to orient all Division Office personnel to the standard procedures, protocols, and documentation requirements for processing, monitoring, and closing corrective actions in accordance with established quality management standards and existing office procedures.

Specifically, the orientation seeks to:

- a. Describe the purpose and significance of corrective actions in the context of the Division Quality Management System and continuous improvement processes;
- b. Identify the key steps, timelines, and responsible personnel involved in the processing of corrective actions;
- c. Recognize the required forms, templates, and documentary requirements used in the preparation and monitoring of corrective actions;
- d. Explain the proper procedures for documenting findings, determining root causes, and proposing appropriate corrective measures; and

DEPEDQUEZON-TM-SDS-04-010-005



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- e. Demonstrate initial familiarity with the accomplishment of the corrective action template through guided examples or sample cases.

All Division Office personnel are directed to attend and actively participate in the said orientation.

The Zoom meeting link and other relevant details shall be communicated through the official group communication channels of the Division Office prior to the conduct of the activity.

Immediate and wide dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd04/08/2026

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Enclosure to OM-SGOD No. 047, s. 2026

DIVISION ONLINE ORIENTATION ON THE PROCESSING OF CORRECTIVE ACTIONS

| Time | Activity | Person/s In-Charge |
|-------------------------|---|--|
| 9:00 a.m. – 9:30 a.m. | Preliminaries | AVP/TWG |
| 9:30 a.m. – 11:30 a.m. | Orientation Proper <ul style="list-style-type: none">▪ Corrective Actions<ul style="list-style-type: none">- Purpose- Scope- Definition of Terms- Procedure Details- Nonconformity Detection and Control Matrix | Fernando T. Seño, DEM <i>Lead, RMT</i> Michelle G. Duma <i>Lead, IQAT</i> |
| 11:30 – 11:50 a.m. | Open Forum | Division Personnel |
| 11:50 a.m. – 12:00 p.m. | Closing Program | AVP/TWG |

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