



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

April 12, 2021

OFFICE MEMORANDUM
OM No. 020, s. 2021

QUALITY MANAGEMENT SYSTEM MEETING PART - I FOR THE MONTH OF APRIL 2021

To : OIC - Asst. Schools Division Superintendents,
CID Chief, SGOD Chief, Section/Unit/Office Heads,
QMS Team Leaders, QMR, DQMR, and QMS Secretariat

1. In preparation for a half-day QMS Meeting which will be held in General Nakar scheduled on last week of April 2021, the OIC-Asst. Schools Division Superintendents, CID Chief, SGOD Chief, Section/Unit/Office Heads, QMS Team Leaders, QMR, DQMR, and QMS Secretariat are enjoined to attend the initial **Online QMS Meeting** set on **April 14, 2021 (Wednesday)** at **1:00 p.m.**
2. The meeting link will be uploaded in the group chat of the ISO CORE TEAM of the Division 30 minutes before the Online QMS Meeting begins.
3. All participants are expected to present their **status report on their assignment/s** as indicated in the March 29, 2021 Online QMS Meeting which was uploaded in the group chat of the ISO CORE TEAM of the Division.
4. During the initial QMS Meeting the following agenda will be tackled:
 - a. Status Report on QMS Assignment/s as Indicated in the March 29, 2021 Online QMS Meeting;
and
 - b. Presentation of the Proposed QMS – Aligned Processes in the DepEd Quezon's Sub-Offices for Evaluation and Refinement (Note: Please see attachment for the identified services to be offered in the DepED Quezon Sub-Offices.).
 - c. Other Matters

DEPEDQUEZON-TM-SDS-04-010-004



"Creating Possibilities, Inspiring Innovations"

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- Food and incidental expenses relative to the conduct of this activity shall be charged to the Division MOOE, subject to the usual accounting and auditing procedures.
- Immediate dissemination of this Memorandum is hereby enjoined.

ELIAS A. ALICAYA JR. EdD
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

qms-qmfam/04/12/2021

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DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: 4/12/21 2:19 PM
By: WJL
Ref. no. 04-020-S-2021



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LIST OF IDENTIFIED SERVICES TO BE PROVIDED BY THE DEPED QUEZON SUB-OFFICES BASED ON THE DIVISION FEASIBILITY STUDY

Records Section

- Receives and releases documents and processes CAV

Personnel Section

- Processes NOSI, NOSA, Form 6 (teaching), Form 7, change of name, NOSI (differential), loyalty pay, return to duty, service credit, double pay and maternity indorsements, certificate of employment, PVP, confirmation of employee DepED email, IDLAR and DTR (non-teaching except for PSDS, principal, AO II elementary), and hardship

Supply Section

- Distributes and releases LMs and supplies; manage inventory; performs maintenance and repair of property and equipment; prepares inventory and property transfer reports; disposes unserviceable property

Legal Section

- Assists the conduct of legal proceedings; Receives requests for correction of entries in school records; provides legal assistance

Administrative Section

- Audits, calculates, and prepares payroll, remittances and vouchers with softcopy of final output; checks the Masterfile update