



# DepEd – DIVISION OF QUEZON



Sitio Fori, Brgy. Talipan, Pagbileo, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Section/Unit Heads, and ISO-Related Committee Chairpersons and Members

**FROM:**  **CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent 

**SUBJECT:** Meeting on Quality Management Systems (QMS) - Related Concerns

**DATE :** June 25, 2020

This Office announces the holding of a Special Quality Management Systems Online Meeting on July 6, 2020 at 9:00 A.M. using <https://meet.google.com/nho-ovpg-zur>.

Please take note of the following agenda:

1. Status Report on the Revised ISO – Registered Processes;
2. Presentation of Action Plan of Education, Training and Development Committee, Five S Committee, Risks Management Committee, Internal Quality Audit Committee, and Quality Management Committee;
3. Major QMS Concerns of the Division Chiefs, Sections/Units/Office Heads; and
4. Other Matters

For the complete success of the Special QMS-Related Online Meeting, all participants are advised to connect to the prescribed MEETING LINK at least 10 minutes before the meeting begins.

The following serves as our guide in the online meeting:

Time	Activity	Persons Responsible
9:00 A.M.	Call to Order	Top Management
	Opening Prayer	Raul R. Agaran Chairperson, IQA Committee
	Roll Call and Introduction of the Participants	Marck Andro E. Bernabe QM Secretariat
	Presentation of the Objectives of the Speical QMS Online Meeting	Top Management
	Presentation of Meeting Agenda	Oscar R. Duma, Jr. Deputy QMR
	Reading of the Minutes of the Previous QMS Meeting	EPS Marck Andro E. Bernabe QMC Secretariat
	Correction on/ Approval of the	Meeting Participants

DEPEDQUEZON-TM-SDS-04-010-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

This form is a property of SCHOOLS DIVISION OFFICE - QUEZON PROVINCE. Therefore, unauthorized use is strictly prohibited unless otherwise permitted by the Schools Division Superintendent.



DEPED QUEZON  
ICT UNIT  
UPLOADED

Date/Time: JUNE 29, 2020  
By: Cristell 6:40 P.M.  
Ref. No.: UM 124, s. 2020



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipen, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

	Minutes of the Previous QMS Meeting	
	Business Arising from the Minutes of the Previous Meeting	Juanito A. Merle Quality Management Representative
	Status Report on the Revised ISO – Registered Processes	EPS Jee-Ann O. Borines DCC Chairperson
	Presentation of Action Plan	Education, Training and Development Committee, Five S Committee, Risks Management Committee, Internal Quality Audit Committee, and Quality Management Committee
	Major QMS Concerns	Division Chiefs, Section/Unit/Office Heads
	Other Matters	Top Management
	Adjournment of the Online Meeting	Top Management
	Closing Prayer	Juanito A. Merle Quality Management Representative

Immediate dissemination of this Memorandum is desired.

Specify the nature of the following agenda:

1. Status Report on the Revised ISO – Registered Processes
2. Presentation of Action Plan of Education, Training and Development Committee, Five S Committee, Risks Management Committee, Internal Quality Audit Committee, and Quality Management Committee
3. Major QMS Concerns of the Division Chiefs, Section/Unit/Office Heads, and
4. Other matters.

For the complete success of the Special QMS Review Online Meeting, an attendance list should be prepared by the presiding officer (DCC Chair) at least 10 minutes before the meeting begins.

The following serves as our guide in the online meeting.

Time	Activity	Responsible
8:00 AM	Call to Order Closing Prayer	Top Management Hon. R. Aguirre Chairperson, IQA Committee
	Roll Call and Introduction of the Participants	EPS Jee-Ann O. Borines DCC Secretariat
	Presentation of the Objectives of the Special QMS Online Meeting	Top Management
	Presentation of Meeting Agenda	Dean R. Guerra, Jr. Deputy DCC
	Reading of the Minutes of the Previous QMS Meeting	EPS Jee-Ann O. Borines DCC Secretariat
	Correction and Approval of the Meeting Participants	

qmc/qmr/jam02/13/2020

DEPEDQUEZON-TM-SDS-04-010-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

