



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

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

FROM: **ELIAS A. ALICAYA, JR.**
Assistant Schools Division Superintendent

SUBJECT: Online Quality Management Systems (QMS) Meeting

DATE : August 6, 2020

To ensure that Quality Management System (QMS) is sustained in the division, this Office enjoins the participation of the concerned division personnel in the QMS Online Meeting with the Top Management on August 10, 2020 at 9:00 A.M. using <https://meet.google.com/wpq-nyig-ukk>

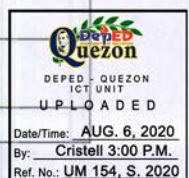
Please take note of the following agenda:

1. Status Report on Regulatory and Statutory Requirements
2. DCC Committee Status Report
3. IQA Committee Report
4. Five S Committee Report
5. Risk Management Committee Report
6. Cascading of Revised/ Additional Documents
7. Plan for the Second Surveillance Audit
8. Other Matters

For the complete success of the QMS 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:

Activity	Persons Responsible
Call to Order	Top Management
Opening Prayer	Raul R. Agaran Chairperson, IQA
Roll Call and Introduction of the Participants	Marck Andro E. Bernabe QM Secretariat
Reading of the Minutes of the Previous Meeting	Marck Andro E. Bernabe QM Secretariat
Correction on / Approval of the Minutes of the Previous Meeting	Meeting Facilitator
Status Report on Regulatory and	Dolores D. Atienza



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Statutory Requirements	Administrative Officer V
DCC Committee Status Report	EPS Jee-Ann O. Borines Chairperson, DCC Committee
IQA Committee Report	EPS Raul R. Agaran Chairperson, IQA
Five S Committee Report	SEPS Gilbert C. Alva Chairperson, Five S Committee
Risk Management Committee Report	EPS Fernando T. Seño Chairperson, Risk Management Committee
Cascading of Revised/ Additional Documents	SEPS Reginal V. Marino Chairperson, ETD
Plan for the Second Surveillance Audit	EPS Juanito A. Merle Quality Management Representative
Other Matters	
Adjournment of the Online Meeting	Top Management
Closing Prayer	Oscar R. Duma, Jr. Deputy QMR

Immediate dissemination of this Memorandum is desired.

qmc/qmr/jam08/06/2020

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