

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

UNNUMBERED MEMORANDUM

TO: OIC-Assistant Schools Division Superintendents, Division Chiefs, Section/Unit/Office Heads, Chairpersons of ISO-Related Committees, Quality Management Representative, Deputy Quality Management Representative, and Quality Management Secretariat

FROM:

ELIAS A. ALICAYA, JR., EdD

Assistant Schools Division Superintendent

OIC-Office of the Schools Division Superintendent

SUBJECT:

Monthly Quality Management Systems (QMS) Meeting (Section/Unit/Office Heads'

Meeting with the Top Management)

DATE :

December 22, 2020

After the successful conduct of the Year-End Performance Evaluation and Strategic Management Planning for 2021, this Office announces the holding of the Monthly Quality Management Systems (QMS) Meeting on January 6 - 8, 2021 at a venue to be announced through a separate Memorandum. The first QMS Meeting for the Calendar Year 2021 has the following agenda:

Day 1: January 6, 2021

- 1. Presentation of Adjusted Section Programs, Activities and Projects (PAPs)
- 2. Finalization of Work and Financial Plan (WFP)
- 3. Finalization of Annual Procurement Plan (APP)

Day 2: January 7, 2021

- 4. Finalization of the 2021 Calendar of Activities
- 5. Review of the DepEd Quezon's Quality Management Systems (QMS) Structure
- 6. Presentation to the TM of the ISO-related Committee functions

Day 3: January 8, 2021

- 7. Presentation of the Official Results of DepEd Quezon's 2nd QMS Surveillance Audit
- 8. Report on Customers Feedback
- Updating of the DCC-registered processes
- 10. Finalization of the Division/Section QMS Action Plan for 2021
- 11. Other Matters



Date/Time: 12/29/2020 12:23 pm

By: Rommel

Ref No.: UM 235, 5. 2020

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To make the QMS Meeting very successful, all attendees are expected to bring their laptop and extension wire. Likewise, all participants are expected to be at the venue as early as 8:00 a.m. The first meal to be served is breakfast on January 6, 2021, and the last meal is a dinner on January 8, 2021.

Accommodation, meals, travel and other incidental expenses shall be charged against local fund/ MOOE subject to the usual accounting and auditing rules and regulations.

qmc/qmr/jam/12/22/2020

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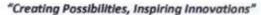
FLOW OF QUALITY MANAGEMENT SYSTEMS (QMS) MEETING

January 6-8, 2021 Venue: TBA (c/o Dr. Marino)

I. Call to Order	Dr. Elias A. Alicaya, Jr. Assistant Schools Division Superintendent OIC-Office of the SDS
II. Opening Prayer	Oscar R. Duma, Jr. Deputy Quality Management Representative
III. Roll Call	Michelle G. Duma Quality Management Secretariat
Discussion of the QMS Agenda	Persons/Committees Responsible
Day 1: January 6, 2021	QM Secretariat/Meeting Attendees
1. Reading/Approval of the Previous Minutes	Quality Management Secretariat
2. Presentation of Adjusted Section Programs,	Division Chiefs/Section/Unit/Office Heads
Activities and Projects (PAPs)	Division Budget Officer
3. Finalization of Work and Financial Plan (WFP)	Supply Section Head
Finalization of Annual Procurement Plan (APP)	
Day 2: January 7, 2021	Top Management/Planning and Research
Finalization of the 2021 Calendar of Activities	
6. Review of the DepEd Quezon's Quality Management Systems (QMS) Structure	TM/ISO-Related Committee Chairpersons
 Presentation to the TM of the ISO-related Committee functions 	ISO-Related Committee Chairpersons
Day 3: January 8, 2021	
8. Presentation of the Official Results of DepEd	
Quezon's 2nd QMS Surveillance Audit	IQA Committee Chairperson
9. Report on Customers Feedback	Deputy Quality Management Representative

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10. Updating of the DCC-registered processes 11. Finalization of the Division/Section QMS	DCC Chairperson
Action Plan for 2021	ISO-Related Committee Chairpersons/ Section/Unit/Office Heads
12. Other Matters	Meeting Attendees
V. Adjournment of the QMS Meeting	Dr. Elias A. Alicaya, Jr. Assistant Schools Division Superintendent OIC-Office of the SDS
VI. Closing Prayer	Juanito A. Merle Quality Management Representative (QMR)

Meeting Facilitator: Juanito A. Merle/ QMR Recorder: Oscar R. Duma, Jr./ Deputy QMR Scribe: Michelle G. Duma/ QM Secretariat

Time Keeper: Raul R. Agaran/ IQA Chairperson

Technical Assistant: Wilbert Porteza/ ITO
Gate Keeper: Marbin Jeramil D. Fragata/ PO

In-Charge of the Venue and Activity Proposal: Regina V. Marino/ ETD Chairperson

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