



Republic of the Philippines
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
9. Updating of the DCC-registered processes
10. Finalization of the Division/Section QMS Action Plan for 2021
11. Other Matters

DEPEDQUEZON-TM-SDS-04-010-003



ICT UNIT

UPLOADED

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

By: Rommel

Ref No. : UM 235, S. 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. <i>Assistant Schools Division Superintendent OIC-Office of the SDS</i>
II. Opening Prayer	Oscar R. Duma, Jr. <i>Deputy Quality Management Representative</i>
III. Roll Call	Michelle G. Duma <i>Quality Management Secretariat</i>
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, Activities and Projects (PAPs)	...Division Chiefs/Section/Unit/Office Heads
3. Finalization of Work and Financial Plan (WFP)	...Division Budget Officer
4. Finalization of Annual Procurement Plan (APP)	...Supply Section Head
Day 2: January 7, 2021	...Top Management/Planning and Research
5. Finalization of the 2021 Calendar of Activities	...TM/ISO-Related Committee Chairpersons
6. Review of the DepEd Quezon's Quality Management Systems (QMS) Structure	...ISO-Related Committee Chairpersons
7. Presentation to the TM of the ISO-related Committee functions	
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	...DCC Chairperson
11. Finalization of the Division/Section QMS 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. <i>Assistant Schools Division Superintendent OIC-Office of the SDS</i>
VI. Closing Prayer	Juanito A. Merle <i>Quality Management Representative (QMR)</i>

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 Portezal/ *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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