



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent**

23 Oct 2025

OFFICE MEMORANDUM  
No. 194 s.2025

**CONDUCT OF THE FIRST QMS MANAGEMENT REVIEW  
CUM DEXECOM MEETING**

To: Asst. Schools Division Superintendent  
Quality Management Representative (QMR)  
Heads of the QMS Teams  
Concerned OSDS personnel  
Concerned CID personnel  
Concerned SGOD personnel

1. All concerned are hereby informed of the First QMS cum DEXECOM Meeting on **October 27, 2025 8:30 in the morning at the Division Office Board Room.**
2. The following agenda shall be discussed:

| AGENDA |                                                                                                                               | PRESENTER/DISCUSSIONS<br>INCHARGE                 |
|--------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| I.     | Preliminaries (Pambansang Awit, Prayer, Quality Policy)                                                                       | -Secretariat-Eleanor Rollan                       |
| II.    | Call to Order, Roll Call and Declaration of Quorum                                                                            | -QMR Chief Jean Macasero                          |
| III.   | Approval of the Proposed Agenda                                                                                               | -SDS Gazo                                         |
| IV.    | Presentation of Reconstituted QMS Teams                                                                                       | -QMR Chief Macasero                               |
| V.     | Status of Actions from previous Oct 21 QMS Core Group meeting                                                                 | -QMR-Chief Macasero                               |
| VI.    | Status of Planning Documents (SWOT, Risk Registry, Opportunity Registry) and findings based on the RO Team Technical Guidance | -QMR-Chief Jean, RMT Lead-Chief Rosalio Vitorillo |
| VII.   | Status of Programs, Activities, and Projects (PAPs), PMIS and Funds Utilization                                               | -Finance, Budget, Planning                        |
| VIII.  | Status of nonconformities and Request for Action                                                                              | -QMR-Chief Macasero, IQA Lead Romeo Aclo          |
| IX.    | Monitoring and measurement results – Updates of the improvement on Operations Manuals, MEA-PIR                                | -Division Chiefs and Unit Heads                   |





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|-------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| X.    | Internal Quality Audit results and COA findings if any   | -IQA Lead Romeo Aclo<br>COA results – Finance-Accountant Arnel Calubag, Property & Supply-AO Ignacio Gabule |
| XI.   | Performance of External Providers                        | -Property & Supply-AO Ignacio Gabule, BAC Secretariat Jerry Taruc                                           |
| XII.  | Adequacy of resources                                    | -QWT Lead Risa Bea Socorro Borres, Division Chiefs and Unit Heads                                           |
| XIII. | Risk Monitoring & Review results                         | -RMT Lead Chief Vitorillo                                                                                   |
| XIV.  | Opportunities for improvement, Activities for scheduling | -QMR, Division Chiefs and Unit Heads, HRD Team                                                              |
| XV.   | Adjournment                                              | SDS Gazo                                                                                                    |

- Participants to this conference are indicated in Enclosure 1.
- Presenters or Discussion Incharge are requested to prepare a maximum of 10 minutes presentation related to their assigned agenda.
- In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
- This Office directs immediate and wide dissemination of this Memorandum.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As indicated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

QMS

OM-011-SGOD-SMME-ECHR





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ENCLOSURE 1. List of participants for the First QMS MR Meeting

- 1 Schools Division Superintendent
- 1 Asst Schools Division Superintendent
- 2 Chief Education Supervisors
- 2 Asst Chief Education Supervisors
- 1 Accountant
- 1 Legal Officer
- 1 AO V – Administrative Services
- 1 AO IV – OIC Budget
- 1 AO IV – Records
- 1 AO IV – Supply
- 1 AO IV – Cashier
- 1 AO III OIC HHRMO
- 1 Information Technology Officer
- 10 Education Program Supervisors
- 9 Public Schools District Supervisors
- 3 ALS Specialists/Coordinators
- 3 Senior Education Program Specialists
- 4 Education Program Specialists II
- 2 Youth Formation Officers
- 1 Division Engineer
- 1 DRRM Coordinator
- 1 Planning Officer
- 1 Medical Officer

TOTAL NO. OF PARTICIPANTS: 50 pax