



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. 177 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 CID Office.**
2. The following agenda shall be discussed:

AGENDA		PRESENTER/DISCUSSIONS 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.	Reading, Correction, and Approval of the Minutes of the Previous Meeting	
V.	Presentation of Reconstituted QMS Teams	-QMR Chief Macasero
VI.	Status of Actions from previous Oct 21 QMS Core Group meeting	-QMR-Chief Macasero
VII.	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
VIII.	Status of Programs, Activities, and Projects (PAPs), PMIS and Funds Utilization	-Finance, Budget, Planning
IX.	Status of nonconformities and Request for Action	-QMR-Chief Macasero, IQA Lead Romeo Aclo



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

X.	Monitoring and measurement results – Updates of the improvement on Operations Manuals, MEA-PIR	-Division Chiefs and Unit Heads
XI.	Internal Quality Audit results and COA findings if any	-IQA Lead Romeo Aclo COA results – Finance-Accountant Arnel Calubag, Property & Supply-AO Ignacio Gabule
XII.	Performance of External Providers	-Property & Supply-AO Ignacio Gabule, BAC Secretariat Jerry Taruc
XIII.	Adequacy of resources	-QWT Lead Risa Bea Socorro Borres, Division Chiefs and Unit Heads
XIV.	Risk Monitoring & Review results	-RMT Lead Chief Vitorillo
XV.	Opportunities for improvement, Activities for scheduling	-QMR, Division Chiefs and Unit Heads, HRD Team
XVI.	Other Matters	
XVII.	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



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

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