

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

Office of the Schools Division Superintendent

25 Nov 2025

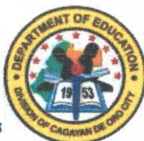
OFFICE MEMORANDUM
No. 177 s.2025

**NOTICE OF MEETING FOR THE QMS MANAGEMENT REVIEW
FOR THE 2ND TO 4TH QUARTERS**

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 **November 28, 2025 8:30 in the morning at the CID Office, Division 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.	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.	Customer Satisfaction & Feedback	-Asst. Chief Romeo Aclo
VIII.	Status of OPCR	-Functional Division Chiefs, Unit Heads
IX.	Status of Programs, Activities, and Projects (PAPs), PMIS and Funds Utilization	-Functional Division Chiefs, Unit Heads
X.	Status of nonconformities and Request for Action	-QMR Chief Jean, Lead IQA R. Aclo



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XI. Monitoring and measurement results – Updates of the improvement on Operations Manuals, MEA-PIR	-Functional Division Chiefs and Unit Heads
XII. Internal Quality Audit results and COA findings if any	-IQA Lead Romeo Aclo -Finance, Supply
XIII. Performance of External Providers	-Property & Supply
XIV. Adequacy of resources	-Lead QWT
XV. Risk Monitoring & Review results	-Lead RMT
XVI. Opportunities for improvement	-QMR, Division Chiefs and Unit Heads
XVII. Other Matters	
XVIII. Adjournment	SDS Gazo

- Participants to this conference are indicated in Enclosure 1.
- 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-013-SGOD-SMME-ECHR



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ENCLOSURE 1. Participants to the Management Review, November 28, 2025

NAME	POSITION
Roy Angelo E. Gazo	Schools Division Superintendent
Audie S. Borres	Asst. Schools Division Superintendent
Jean S. Macasero	Chief Education Supervisor-CID, Quality Management Representative
Rosalio R. Vitorillo	Chief Education Supervisor-SGOD Risk Management Team Lead
Romeo B. Aclo	Asst. Chief – SGOD, Internal Quality Audit Team Lead
Risa Bea Socorro Borres	AO-V, Quality Workplace Team Lead
Derrold Marl S. Aves	SEPS-HRD, Training and Advocacy Team Lead
Arnel A. Calubag	Accountant III
Rodel S. Megollas	Planning Officer III
Eleanor Consejo H. Rollan	SEPS-SMME, QMS Secretariat
Kristian Murillo	AO IV, Documents Enrolment Focal