



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

Office of the Schools Division Superintendent

22 April 2026

OFFICE MEMORANDUM

No. 42 s.2026

**NOTICE OF QUALITY MANAGEMENT REVIEW (QMR) MEETING FOR THE
SECOND QUARTER OF CALENDAR YEAR 2026**

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 Second Quarter Quality Management System Review Meeting on **May 05, 2026, 08:30 AM to 12:00 Noon at the Board Room of the Division Office.**

2. The following agenda shall be discussed during the quarterly meeting:

AGENDA	FACILITATOR/PRESENTER
Highlights of the minutes of the previous meeting	Amor A. Radaza
Status of action taken on the RO Findings and recommendations during individual conference	All process holders
Status of Planning Documents SWOT Risk Registry Opportunity Registry (9.3.2 b)	Lead, Internal Quality Audit Team (IQAT) Lead, Risk Management Team (RMT) Lead, Quality Workplace Team (QWT) Lead, Training and Advocacy Team (TAT) Lead, Knowledge Management Team (KMT)
Status of submission/enrolment of QCPs and hard copy	Planning documents focal person
Follow Up on: 1) Advocacy materials 2) Filing system of QMS documents	
Creation/Use of Document Reference Code	QMR
Presentation of Implementation Plan with focus on the	Lead, Internal Quality Audit Team (IQAT) Lead, Risk Management Team (RMT) Lead, Quality Workplace Team (QWT)



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preparations for the August 2026
RO Team revisit

Lead, Training and Advocacy Team (TAT)
Lead, Knowledge Management Team (KMT)
Process holders

3. Participants to this quarterly QMR are indicated in Enclosure 1.
4. 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.
5. 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 MANAGEMENT REVIEW

OM-017-SGOD-SMME-ECHR



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ENCLOSURE 1. Participants to the 2nd Quarter QMR Meeting

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
Shirley A. Merida	Asst Chief – CID Knowledge Management Team Lead
Risa Bea Socorro Borres	Administrative Officer V Quality Workplace Team Lead
Derrold Marl S. Aves	Senior Education Program Specialist-HRD Training and Advocacy Team Lead
Arnel A. Calubag	Accountant III
Marilou Navaja	AO-IV, OIC Budget Officer
Nida Mandawe	
Rodel S. Megollas	Planning Officer III
Beverly Anne Nicolasora	SEPS-Research
Eleanor Consejo H. Rollan	SEPS-SMME, QMS Secretariat
Amor A. Radaza	EPS-II-SMME
Kristian Murillo	AO IV, Documents Enrolment Focal
Mary Caress Galono	EPS-II-HRD
January Gay T. Valenzona	EPS, SHS Coordinator
Jenith Balsicas	EPS
Roy Lumban	SEPS-SocMob