



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

20 Jan 2026

OFFICE MEMORANDUM

No. 04 s.2026

SCHEDULE OF 2026 QUARTERLY QUALITY MANAGEMENT REVIEW (QMR)

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 2026 Quarterly Quality Management System. Below is the schedule of meetings for your guidance. Venue shall be at the Board Room of the Division Office:

QUARTER	DATE OF MEETING AND INCLUSIVE TIME
First	February 05, 2026, 8:30 AM to 12:00 Noon
Second	May 05, 2026; 8:30 AM to 12:00 Noon
Third	August 05, 2026, 8:30 AM to 12:00 Noon
Fourth	November 05, 2026, 8:30 AM to 12:00 Noon

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

AGENDA	FACILITATOR/PRESENTER
Status of actions from previous management committee meeting (9.3.2 a)	Quality Management Representative (QMR)
Status of Planning Documents SWOT Risk Registry Opportunity Registry (9.3.2 b)	QMR Planning Documents Focal person 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)
Customer satisfaction and feedback (9.3.2 c1)	Lead, Customer Satisfaction Measurement/ARTA
Status of OPCR (9.3.2 c2) <i>Semestral</i>	Division Chief Education Supervisors Unit Heads SMME Focal person



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Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3)	Planning & Research focal persons SMME Focal person
Status of nonconformities and Request for Actions (9.3.2 c4)	Lead, IQA Lead, TAT
Monitoring and measurement results - Updates on the improvement on Operations Manuals; MEA-PIR (9.3.2 c3 & 5)	QMR Division Chiefs SMME Specialists
Internal Quality Audit results and COA Findings (if applicable) (9.3.2 c6)	Lead, IQA Budget Officer Accountant
Performance of external providers (9.3.2 c7)	Supply Officer
Adequacy of resources (9.3.2 d)	Lead, QWT
Risk Monitoring & Review results (9.3.2 e)	Lead, RMT Lead, TAT
Opportunities for Improvement (9.3.2 f)	QMR Division Chiefs Unit Heads

- Participants to this quarterly QMR 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 MANAGEMENT REVIEW

OM-015-SGOD-SMME-ECHR



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ENCLOSURE 1. Participants to the Quarterly Quality Management Review

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
Ignacio Gabule	AO-IV, Supply Officer
Rodel S. Megollas	Planning Officer III
Beverly Anne Nicolasora	SEPS-Research
Eleanor Consejo H. Rollan	SEPS-SMME, QMS Secretariat
Kristian Murillo	AO IV, Documents Enrolment Focal
5 Program Holders	As required