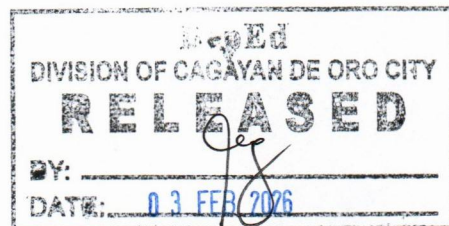




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



02 Feb 2026

OFFICE MEMORANDUM
No. 104 s.2026

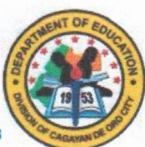
**CONDUCT OF THE FIRST QUARTER QMS MANAGEMENT REVIEW
FOR FISCAL YEAR 2026**

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 First Quarter QMS Management Review Meeting on **February 05, 2026 8:30AM to 12 Noon at the Division Office Board Room.**

2. The following agenda shall be discussed:

PROPOSED AGENDA	FACILITATOR/PRESENTER
Preliminaries (Pambansang Awit, Prayer, Quality Policy)	Secretariat
Call to Order, Roll Call and Declaration of Quorum	Jean S. Macasero, Chief ES-CID Quality Management Representative
Approval of the Proposed Agenda	Roy Angelo E. Gazo Schools Division Superintendent
Approval of the Minutes of the Previous Meeting	
Status of actions from previous management committee meeting (9.3.2 a)	QMR Jean S. Macasero
Status of Planning Documents SWOT Risk Registry Opportunity Registry (9.3.2 b)	QMR Jean S. Macasero Kristian Murillo, Planning Documents Focal person Romeo B. Aclo, Asst Chief ES-SGOD Lead, Internal Quality Audit Team (IQAT)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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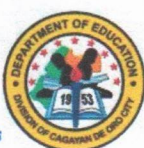
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	Rosalio R. Vitorillo, Chief ES-SGOD Lead, Risk Management Team (RMT) Risa Bea Socorro M. Borres, AO V Lead, Quality Workplace Team (QWT) Derrold Marl S. Aves, SEPS-HRD Lead, Training and Advocacy Team (TAT) Shirley A. Merida, Asst Chief ES-CID Lead, Knowledge Management Team (KMT)
Customer satisfaction and feedback (9.3.2 c1)	Romeo B. Aclo Lead, Customer Satisfaction Measurement/ARTA
Status of OPCR (9.3.2 c2) <i>Semestral</i>	Division Chief Education Supervisors Unit Heads SMME Focal person
Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3)	Rodel S. Megollas, Planning Officer III Beverly Anne Nicolasora, SEPS-Research Eleanor Consejo H. Rollan, SEPS-SMME
Status of nonconformities and Request for Actions (9.3.2 c4)	Romeo B. Aclo, Lead - IQA Derrold Marl S. Aves, Lead - TAT
Monitoring and measurement results - Updates on the improvement on Operations Manuals; MEA-PIR (9.3.2 c3 & 5)	Jean S. Macasero, QMR, Chief-CID Rosalio R. Vitorillo, Chief-SGOD Eleanor Consejo H. Rollan
Internal Quality Audit results and COA Findings (if applicable) (9.3.2 c6)	Romeo B. Aclo, Lead - IQA Malou Navaja, OIC Budget Officer Arnel C. Calubag, Accountant
Performance of external providers (9.3.2 c7)	Ignacio Gabule, Supply Officer
Adequacy of resources (9.3.2 d)	Risa Bea Socorro Borres, Lead - QWT
Risk Monitoring & Review results (9.3.2 e)	Rosalio R. Vitorilo, Lead - RMT Derrold Marl S. Aves, Lead - TAT
Opportunities for Improvement (9.3.2 f)	Jean S. Macasero, QMR Division Chiefs Unit Heads

3. Participants to this meeting are indicated in Enclosure 1.

4. Presenters or Discussion Incharge are requested to prepare a maximum of 10 minutes presentation related to their assigned agenda.



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5. 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.
6. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO */m*
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. 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
Amor A. Radaza	EPS-II SMME
January Gay T. Valenzona	EPS
Jenith S. Balsicas	EPS
Milagros P. Recamadas	PSDS
Roy H. Lumban	SEPS