



UNM2020-4-064
DEPED MALAYBALAY CITY DIVISION
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BY:

Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

MEMORANDUM

TO : Brayan B. Garces, SDS Office
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CID- Instructional Management

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Emelyn D. Razo
CID-LR Management

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Dr. Marcusjulita K. Fulgencio, *School Health Section*
Jimdandy S. Lucire, *DRRM*
Lucilyn M. Cahucom, *Youth Formation*
SGOD

Romil T. Jabonero
Jovy G. Molina
Noel A. Tan Nery
Jesus V. Muring
Liza G. Balintogog
Ferdinand V. Mortera
Aba Q. Allaba
Bonifacio M. Palo, Jr.
Manny B. Pimentel
CID-District Instructional Supervision



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: malaybalay.city@deped.gov.ph



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FROM : **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent

DATE : April 24, 2020

RE : **CORRIGENDUM TO UNNUMBERED MEMORANDUM RE: DIVISION QMS MEETING**

Relative to the Unnumbered Memorandum re: Division QMS Meeting and observance of the Enhanced Community Quarantine (ECQ) Guidelines, you are hereby directed to attend the Division QMS Meeting on April 27, 2020 at the New SDO Building, Casisang, Malaybalay City based on your assigned batch and schedule as provided below:

Batch	Time	Topic and Presenter/s	Support Staff/Task
Batch 1: OSDS	9:00AM- 10:30AM	<ul style="list-style-type: none"> • SDO SWOT and Quality Manual (QM) <i>Presenter: SDO-QMR Victoria V. Gazo</i> • OSDS Compliance Report and List of PMs of the QMS Requirements <i>Presenter: QMR-OSDS Jutchel Nayra</i> • Document Records Control (DRC) Works <i>Presenters: DRC Florabelle R. Porras and Deputy DRC-OSDS Pamela Astudillo</i> • Internal Quality Auditing Works <i>Presenters: Lead Auditor Romil T. Jabonero and Deputy Auditor (OSDS) Sibyl L. Maputi</i> • Proposed Cover and Back page designs <i>Presenter: Paul John P. Arias</i> • Issues and Challenges and Next Steps in Preparation for the Remaining Activities based on Timeline (e.g. Guided Audit on May 7&8, 2020, Mock Assessment, Management Review, and CB Audit); and, other QMS-related matters. 	<ul style="list-style-type: none"> • Brayan Garces - Center tables and chairs • Darvy C. Daguimol - Set-up of the DLP and extension wire (if needed) • Pamela L. Astudillo - Attendance Sheet, Minutes of the Meeting, and picture-taking • Louela Christie Toylo - Facilitator
Batch 2: CID	10:30AM- 12:00 Noon	<ul style="list-style-type: none"> • SDO SWOT and Quality Manual (QM) <i>Presenter: SDO-QMR Victoria V. Gazo</i> • OSDS Compliance Report and List of PMs of the QMS Requirements <i>Presenter: QMR-CID Ralph T. Quirog</i> • Document Records Control (DRC) Works 	<ul style="list-style-type: none"> • Ferdinand Mortera - Center tables and chairs • Manuel Dinlayan II - Set-up of the



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		<p><i>Presenters: DRC Florabelle R. Porras and Deputy DRC-CID Emelyn D. Razo</i></p> <ul style="list-style-type: none">• Internal Quality Auditing Works <p><i>Presenters: Lead Auditor Romil T. Jabonero and Deputy Auditor (CID) – Jasmin J. Adriatico</i></p> <ul style="list-style-type: none">• Issues and Challenges and Next Steps in Preparation for the Remaining Activities based on Timeline (e.g. Guided Audit on May 7&8, 2020, Mock Assessment, Management Review, and CB Audit); and, other QMS-related matters.	<p>DLP and extension wire (if needed)</p> <ul style="list-style-type: none">• Emelyn D. Razo - - Attendance Sheet, Minutes of the Meeting, and picture-taking• Noel A. Tan Nery – Facilitator
Batch 3: SGOD	1:00PM- 2:30PM	<ul style="list-style-type: none">• SDO SWOT and Quality Manual (QM) <i>Presenter: SDO-QMR Victoria V. Gazo</i>• OSDS Compliance Report and List of PMs of the QMS Requirements <i>Presenter: QMR-SGOD Lorenzo O. Capacio</i>• Document Records Control (DRC) Works <i>Presenters: DRC Florabelle R. Porras and Deputy DRC-SGOD Lucilyn M. Cahucom</i>• Internal Quality Auditing Works <i>Presenters: Lead Auditor Romil T. Jabonero and Deputy Auditor (SGOD) Marsfifth M. Mamawag</i>• Issues and Challenges and Next Steps in Preparation for the Remaining Activities based on Timeline (e.g. Guided Audit on May 7&8, 2020, Mock Assessment, Management Review, and CB Audit); and, other QMS-related matters.	<ul style="list-style-type: none">• Woodrow Wilson B. Merida - Center tables and chairs• Jimdandy Lucine - Set-up of the DLP and extension wire (if needed)• Lucilyn M. Cahucom - Attendance Sheet, Minutes of the Meeting, and picture-taking• Edelina M. Eborá – Facilitator

For information, guidance and compliance.

Copy furnished:
Records Unit
AO File

TO BE POSTED IN THE DIVISION WEBSITE – UNNUMBERED MEMORANDUM



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