



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 347, s. 2022

TO: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD & CID)  
Public Schools District Supervisors  
Administrative Officer V (Administrative Services)  
Administrative Officer V (Budget)  
Accountant III  
SDO Personnel  
This Division

FROM: FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent

SUBJECT: CONDUCT OF MANAGEMENT REVIEW MEETING CUM SEMINAR ON  
DepEd CITIZEN'S CHARTER

DATE: AUGUST 31, 2022

To ensure that the Quality Management System is suitable, adequate, effective and aligned with the strategic directions of the Schools Division of Dapitan City, a **Management Review Meeting Cum Seminar on DepEd Citizen's Charter** will be conducted on **September 6, 2022, 8:30 AM to 5:00 PM** at the **Division Conference Hall**.

The participants of the activity are the following:

Schools Division Superintendent  
OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD & CID)  
Quality Assurance Head & Assistant QA Head  
Section Heads  
Lead Auditor & Internal Quality Auditors  
Document Controller  
Education Program Supervisors  
Public Schools District Supervisors/PICDs  
Process Owners

Attached herewith is the Order of Business for your ready reference.

Expenses relative to the conduct of the activity are chargeable against the Division Local Funds/HRD Funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.



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Department of Education  
Division of Dapitan City

RELEASED

NO 347 DATE 09/01/22  
TIME 11:52 BY ga



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

**CONDUCT OF MANAGEMENT REVIEW MEETING CUM SEMINAR ON  
DepEd CITIZEN'S CHARTER**  
8:30 AM at the Division Conference Hall

**ORDER OF BUSINESS**

Part I- Seminar on DepEd Citizen's Charter  
Part II- Meeting Proper

- I. **Call to Order** **Sherlito E. Sagapsapan**  
CES (SGOD)
- II. **Singing of the Pambansang Awit** **AVP**
- III. **Prayer** **AVP**
- IV. **Roll Call** **Ma. Perga A. Cadiente**  
EPS/ Assistant QA Head
- V. **Presentation of Agenda**
- A. Status of actions from previous management review (*CES Sherlito E. Sagapsapan*);
  - B. Changes in external and internal issues that are relevant to the QMS (*OIC ASDS Rosalio B. Conturno, Jr.*);
  - C. Information on the performance and effectiveness of the QMS including trends in;
    - 1) Customer satisfaction and feedback from the relevant interested parties (*Ed. Program Specialist Vicente Ramon V. Suarez II & HRMO Cynthia O. Dalman*);
    - 2) The extent to which quality objectives have been met (*OIC ASDS Rosalio B. Conturno, Jr.*);
    - 3) Process performance and conformity of services (*SEPS Michelle V. Torres & Process Owners*);
    - 4) Audit results (*SEPS Nueva A. Andag*);
    - 5) Nonconformities and corrective actions (*SEPS Nueva A. Andag & Process Owners*);
    - 6) Monitoring and measurement results; (*Accountant Olga P. Miranda*);
    - 7) Performance of external providers (*Supply Officer-Designate Nathaniel A. Mendiola*).
  - D. Adequacy of resources (*AO G. Olario and Budget Officer Rosa Belinda R. Gemperoso*);
  - E. Effectiveness of actions taken to address risks and opportunities (*EPS Ma. Perga A. Cadiente & Process Owners*);
  - F. Opportunities for improvement (*All Chiefs/Section Heads*).
- VI. **Announcement**
- VII. **Adjournment**

Prepared by:

*gen*  
**SHERLITO E. SAGAPSAPAN**  
CES (SGOD)/ QAH

Noted by:

**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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**GUIDE IN THE PRESENTATION OF REPORTS DURING THE MANAGEMENT REVIEW  
ON SEPTEMBER 6, 2022** (Maximum of 5 Powerpoint slides and 5 minutes per presenter)

- A. Status of actions from previous management review (CES Sherlito E. Sagapsapan)
- ✓ Status of implementation of the Action Plan/Agreements during the previous Management Review Meeting
- B. Changes in external and internal issues that are relevant to the QMS (ASDS R. Conturno);
- ✓ Evaluate whether external and internal issues as well as interested parties are still relevant to the implementation of the QMS
- C. Information on the performance and effectiveness of the QMS including trends in;
1. Customer satisfaction and feedback from the relevant interested parties (EP Specialist Vicente Raon V. Suarez II & AO Cynthia O. Dalman a);
    - ✓ present the Consolidated Result of the Customer Satisfaction and Feedback Survey;
  2. The extent to which quality objectives have been met (ASDS R. Conturno);
    - ✓ Present consolidated data on Performance Monitoring Reports by Section
  3. Process performance and conformity of services (SEPS Michelle V. Torres & Process Owners);
  4. Audit results (SEPS Nueva A. Andag);
  5. Present Summary of Audit Results (SEPS Nueva A. Andag);
  6. Nonconformities and corrective actions (SEPS Nueva A. Andag & Process Owners);
    - ✓ Present the NCRs and corrective actions during the Internal Quality Audit
  7. Monitoring and measurement results; (Accountant Olga P. Miranda);
    - ✓ Status on compliance of AOMs and other findings of operations
  8. Performance of external providers (Nathaniel A. Mendiola)
    - ✓ Present Consolidated Results of the Performance Evaluation of Suppliers
  9. Adequacy of resources (AO G. Olario and Budget Officer Rosa Belinda R. Gemperoso);
    - ✓ Budget Officer Gemperoso to present the Status of Utilization
    - ✓ AO Olario to present the Status of Hiring and Deployment of Personnel and the Status on Requests for Reclassification/Conversion of Positions
  10. Effectiveness of actions taken to address risks and opportunities (EPS Ma. Perga A. Cadiente & Process Owners);
  11. Opportunities for improvement (All Chiefs/Section Heads)
    - ✓ Section heads to present their commitments to improve the delivery of services and effective and efficient implementation of the QMS

Prepared by:

  
SHERLITO E. SAGAPSAPAN  
CES (SGOD)/QA Head



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