



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

Office of the Schools Division Superintendent

January 9, 2023

DIVISION MEMORANDUM

No. 12, s. 2022

**CONDUCT OF MANAGEMENT REVIEW MEETING CUM 1st POST PANDEMIC
EMPLOYEES MONTHLY BLENDED TRAINING AND CONFERENCE
(DIRECTIONS 2023)**

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

1. 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 **1st 2023 Post Pandemic Employees Monthly Blended Training and Conference (Directions 2023) Cum Management Review Meeting** will be conducted on **January 12, 2023, 8:00 AM to 5:00 PM** at the **Division Conference Hall** and through virtual platform.
2. The participants of the in-person activity are the following:
Schools Division Superintendent OIC, Assistant Schools Div. Superintendent
Chief Education Supervisors Quality Assurance Head
Section Heads Lead Auditor
Education Program Supervisors Document Controller
PSDSs/PICDs Secretariat (2)
District Representatives (1 per District)
3. All other participants are encouraged to participate via Microsoft Teams Link **<https://bit.ly/3vCme0b>**.
4. Attached herewith is the Order of Business for your ready reference.
5. 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.
6. Immediate dissemination of this Memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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Department of Education
Division of Dapitan City

RELEASED

NO 12 DATE 11/09/23
TIME 9:30 BY [Signature]



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SCHOOLS DIVISION OF DAPITAN CITY


1st 2023 POST PANDEMIC EMPLOYEES MONTHLY BLENDED TRAINING AND CONFERENCE (DIRECTIONS 2023) CUM MANAGEMENT REVIEW MEETING

8:00 AM at the Division Conference Hall
Microsoft Teams Link: <https://bit.ly/3vCme0b>

ORDER OF BUSINESS

- I. Call to Order** **Dr. Rosalio B. Conturno, Jr.**
Assistant Schools Division Superintendent
- II. Singing of the Pambansang Awit** **AVP**
- III. Prayer** **AVP**
- IV. Roll Call** **Ma. Perga A. Cadiente**
EPS/Assistant QA Head
- V. Reading and Approval of the Minutes of the Previous Meeting**
- VI. Business Arising from the Minutes of the Previous Meeting (Action Items)**
- VII. Presentation of Agenda**
 - A. SDS Updates
 - B. Status of Actions from Previous Management Review *(CES Sherlito E. Sagapsapan)*
 - C. Changes in External and Internal Issues that are Relevant to the QMS
(OIC ASDS Rosalio B. Conturno, Jr.)
 - D. Information on the performance and effectiveness of the QMS
 - 1) Customer Satisfaction and Feedback from the Relevant Interested Parties *(Ed. Program Specialist Vicente Ramon V. Suarez II & HRMO Cynthia O. Dalman)*
 - 2) Extent to Which Quality Objectives Have Been Met
(OIC ASDS Rosalio B. Conturno, Jr.)
 - 3) Process Performance and Conformity of Services
(AO Geordito T. Olario)
 - 4) Audit Results, Non-Conformities and Corrective Actions & Monitoring and Measurement Results *(SEPS Nueva A. Andag)*
 - 5) Performance of External Providers *(Supply Officer-Designate Nathaniel A. Mendiola)*
 - E. Adequacy of Resources *(AO G. Olario and Budget Officer Rosa Belinda R. Gemperoso);*
 - F. Effectiveness of Actions Taken to Address Risks and Opportunities
(EPS Ma. Perga A. Cadiente & Process Owners)
 - G. Opportunities for improvement and Updates from Different Sections (CID, SGOD, Budget and Finance Services, Administrative Services, ICT Services and ASDS) *(All Chiefs/Section Heads/ASDS)*
- VIII. Announcement**
- IX. Adjournment**

Prepared by:


SHERLITO E. SAGAPSAPAN
CES (SGOD)/ QAH

Noted by:


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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