



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

Office of the Schools Division Superintendent

October 11, 2023

DIVISION MEMORANDUM

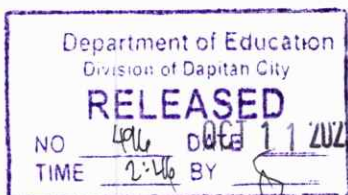
No. 496, s. 2023

**CONDUCT OF SEMINAR-WORKSHOP ON THE ENHANCEMENT
OF SCHOOL IMPROVEMENT PLAN (SIP) - PHASE 2 FOR CY 2023-2028 CUM
MANAGEMENT REVIEW MEETING**

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
Elementary and Secondary School Heads
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 and to ensure seamless integration and alignment of the MATATAG Agenda, a **Seminar-Workshop on the Enhancement of School Improvement Plan (SIP) for CY 2023-2028 Cum Management Review Meeting** will be conducted on **October 13, 2023, 8:15 AM to 5:00 PM** at **Madzvie Function Hall**, Sunset Boulevard, Dawo, Dapitan City.
2. The participants of the 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)
Elementary and Secondary School Heads	
3. Attached herewith is the Order of Business for your ready reference.
4. 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.
5. Immediate dissemination of this Memorandum is desired.



DANNY B. CORDOVA, EdD, CESO VI
OIC-Schools Division Superintendent



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**CONDUCT OF SEMINAR-WORKSHOP ON THE ENHANCEMENT
OF SCHOOL IMPROVEMENT PLAN (SIP) - PHASE 2 FOR CY 2023-2028 CUM
MANAGEMENT REVIEW MEETING**


8:15 AM – 5:00 PM at Madzvie Function Hall

ORDER OF BUSINESS

- I. Call to Order** **Dr. Rosalio B. Conturno, Jr.**
OIC-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 (*EPS II 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 Enierose C. Tome*)
 - 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:

Noted by:


SHERLITO E. SAGAPSAPAN
CES (SGOD)/ QA H


DANNY B. CORDOVA, EdD, CESO VI
OIC- Schools Division Superintendent



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