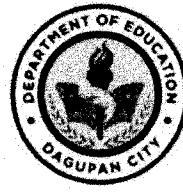


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



DIVISION MEMORANDUM

No. 030, s. 2019

**RELEASE**  
DEFED  
DATE: 1/18/19  
BY: FN 2530

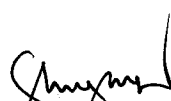
To: Asst. Schools Division Superintendent  
Quality Management Representative  
Risk Management Team Leader  
IQA Lead Auditor  
Central Document Controller  
Continuous Improvement Team Leader  
Customer Satisfaction Unit Team Leader  
Administrative Officer and ITO  
Concerned SH/Principal

From: **Office of the Schools Division Superintendent**

Date: January 18, 2019

Subject: **Special Management Review Meeting**

- 1) In view of the forthcoming Surveillance by the TUV Rheinland, external auditor of the SDO Dagupan Quality Management System in May 2019, top management is conducting a Special Management Review Meeting on February 4, 2019 from 1:00 p.m. – 5:00 p.m. at the Executive Room to discuss the following agenda:
  - Update on the Status of SDO Consolidated Risk Registry during the months August – December 2018
  - Update on the Status of IQA findings for closing-out and verification of effectiveness of action taken during Stage 2 Audit
  - Status of Customer Satisfaction Survey including Issue on Decreasing Number of Customers during the Months of September, October, November and December
  - Update on ISO Training of School Heads/Principals and Work Shadowing during SDO 2<sup>nd</sup> IQA by SH's/principals on February 28, 2019 – March 1, 2019
- 2) Accordingly, all concerned are advised to prepare their powerpoint presentation to facilitate review and dialogue.
- 3) For your information, guidance and compliance.

  
DR. LORNA G. BUGAYONG, CESO VI  
Schools Division Superintendent 