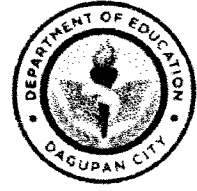


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM

No. **042**, s. 2019

RELEASE
DEFER
DATE: 7-25-19
BY: ggs 2.2
TR 2638

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Quality Management Representative
IQA Lead Auditor
Continuous Improvement Team Leader
Customer Satisfaction Unit Team Leader
Legal Officer
Administrative Officer V
Information Technology Officer
Central Document Controller

From: Office of the Schools Division Superintendent

Date: January 24, 2019

Subject: **CORRIGENDUM TO DIVISION MEMORANDUM NO. 030, S. 2019**
RE: SPECIAL MANAGEMENT REVIEW MEETING

In view of the forthcoming Surveillance by the TUV Rheinland, external auditor of the SDO Dagupan City Quality Management System in May 2019, Top Management will conduct a Special Management Review Meeting on February 11, 2019 from 9:00AM to 5:00PM at the Executive Conference Room to discuss updates on the following:

Item	Focal Person
1. Status of Actions from previous Management Review	QMR (Refer to minutes of previous meeting)
2. Changes in the External and Internal Issues Relevant to the QMS	Risk Management Team Leader
3. Customer Satisfaction	CSS Unit Team Leader
4. Extent to which the Quality Objectives have been met	QMR
5. Process Performance	Chiefs, CID & SGOD
6. Audit Results	IQA Team Leader
7. Monitoring and Measurement	Chiefs CID & SGOD
8. Adequacy of Resources	Risk Management Team Leader
9. Effectiveness of Actions to Address Risks	Risk Management Team Leader
10. Opportunities for Improvement	Top Management
Others:	
ISO Alignment Training of the 39 schools	QMR
Work Shadowing of Select SH/Principals during the 2 nd IQA of the SDO/ street planning sked	Top Management

All concerned are advised to prepare their PowerPoint presentation and submit report on the following items; 5, 6, 7, 8 & 9 to the Central Document Controller on or before February 11, 2019.

Immediate dissemination of this memorandum and compliance hereof is expected.