



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum
 No. 40 s. 2024

To: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Legal Officer
 Administrative Officer V
 All Unit Heads

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject: **DEADLINE FOR THE SUBMISSION OF QUALITY WORK PLAN, SWOT, RISK AND OPPORTUNITY MATRIX BY ALL FUNCTIONAL OFFICES AND THE RESPONSIBLE TEAM LEADERS TO REVIEW AND EVALUATE**

Date: April 2, 2024

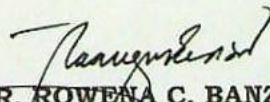
1) Relative to the harmonization of all division offices to the ONE DEPED, ONE QMS of the central office, all functional offices and the respective Team Leads of the SDO Dagupan QMS are advised to prepare and submit until April 12, 2024 the required Quality Work Plan, SWOT, Risk and Opportunity Matrix as agreed upon previously during the QMS Overview.

2) **Outputs per functional office must be submitted in hard copy to the Team Leads on or before April 12, 2024:**

Output	Team Lead
Quality Work Plan	Maria Linda R. Ventenilla
SWOT, Risk and Opportunity Matrix	Edilberto R. Abalos
Accomplished Customer Satisfaction Survey for 1 st quarter of 2024	Reynante Infante

3) **Team leads must have reviewed and corrected as needed, all outputs and submit them in final and complied form to the QMR by April 19, 2024 for forwarding to Top Management.**

3) For your information, guidance and strict compliance.


DR. ROWENA C. BANZON, CESO V
 Schools Division Superintendent



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