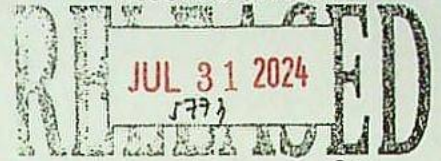




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



By: H Time: 9:21

Office of the Schools Division
Superintendent

07 May 2024

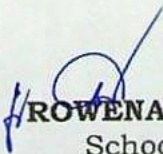
DIVISION MEMORANDUM
No. 283, s. 2024

July 31, 2024

QUALITY MANAGEMENT SYSTEM NEW LIST OF ACTIVITIES

To: OIC- Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Legal Officer
Administrative Officer V
5S Focal Persons
All Others Concerned

1. As we await the ultimate schedule of the Harmonization of ONE EPED, ONE QMS certification of all Schools Division Offices, this office advises all key officials and personnel to be involved in and committed to pursuing the different activities top management have placed on the subject as per the attached list.
2. The various QMS teams have distinct roles and responsibilities to take part of as for outputs needed and other similar actions to take. Team Leads are advised to coordinate/collaborate with the Quality Management Representative for any clarifications.
3. For you information and guidance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
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Email: dagupan.city@deped.gov.ph



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NEW RECOMMENDED ACTIVITIES FOR THE SDO QMS

TITLE	TARGET PARTICIPANTS	DATE
WRITING WORKSHOP ON QUALITY CONTROL PLAN AND SWOT	KMT AND ALL PROCESS OWNERS WITHOUT YET SUBMITTED QCP AND SWOT	AUGUST 1, 2024
TRAINING CUM WRITING WORKSHOP ON RISK/OPPORTUNITY PER DECLARED PROCESS	ALL PROCESS OWNERS WITHOUT YET SUBMITTED RISK/OPPORTUNITY REGISTRY ALONG WITH THE RMT	AUGUST 2, 2024
SDO WIDE 5S 5S AUDIT OF OFFICES BY THE QUALITY WORKPLACE TEAM HARD 5S	ALL SDO OFFICES	AUGUST 5, 2024 SGOD – AUGUST 6, 2024 CID – AUGUST 7, 2024 OSDS – AUGUST 8, 2024 AUGUST 9, 2024 BACKYARD, PARKING LOT, DTC, ALL BUILDING COMFORT ROOMS, FIRE EXTINGUISHERS, GUARD HOUSE/POST, LOGBOOK
SDO MOCK AUDIT	PER OFFICE	SGOD – AUGUST 13, 2024 CID – AUGUST 14, 2024 OSDS- AUGUST 15-16, 2024
MANAGEMENT REVIEW TRAINING@NEAP	VICKY ANTONIO IRISH SOLIS GILLIANE CASACLANG	AUGUST 22-23, 2024
AWARDING OF BEST IN 5S EMPLOYEE, OFFICE AND BUILDING CATEGORY	TOP MANAGEMENT WITH WINNERS DURING FLAG CEREMONY	SEPTEMBER 2, 2024
MANAGEMENT REVIEW@SDO AFTER TRAINING	TOP MANAGEMENT	SEPTEMBER 4, 2024



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