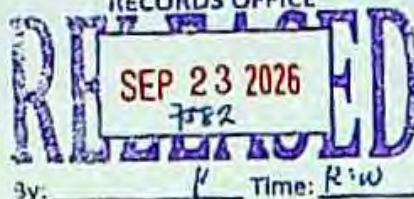




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SOO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

22 September 2026

DIVISION MEMORANDUM

No. 544 s. 2026

**CONDUCT OF THE QUALITY MANAGEMENT SYSTEM (QMS)
MANAGEMENT REVIEW**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
QMS Team Leads
Process Owners
All Others Concerned

1. In preparation for the conduct of the Quality Management System (QMS) Management Review, all concerned QMS Team Leads and Process Owners are hereby informed that the Management Review shall be held on October 1, 2026 (Thursday), at 9:00 o'clock in the morning, at the 4th Floor, New Building.
2. The Management Review shall provide an opportunity to assess the continuing suitability, adequacy, effectiveness, and alignment of the QMS and to determine appropriate actions for continual improvement.
3. In this regard, all concerned Team Leads are directed to prepare their respective reports and presentations based on the assigned agenda items and relevant QMS requirements. Presentations shall highlight significant accomplishments, performance results, audit and inspection findings, issues and concerns, risks and opportunities, client feedback, and proposed actions for improvement, as applicable.
4. To ensure an efficient and focused Management Review, each Team Lead shall be given only five (5) to ten (10) minutes for the presentation.
5. All concerned Team Leads are requested to submit their presentation files, reports, and other pertinent documents for the Management Review to the QMS Secretariat on or before September 28, 2026. The QMS Secretariat shall consolidate said files, reports and other pertinent documents for review of the Top Management.



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6. Attached to this Memorandum are the following:
 - Agenda for the QMS Management Review
 - QMS Management Review Presentation Template, which shall serve as the guide for the preparation of the respective presentations.
7. All Team Leads are requested to use the prescribed presentation template and ensure that the information presented is concise, evidence-based, current, and supported by appropriate Means of Verification (MOVs). Where applicable, recommendations shall include the proposed action, responsible office/person, and target completion date.
8. All concerned are enjoined to give priority to the timely preparation and submission of the required reports and presentation materials to ensure the orderly and effective conduct of the Management Review.
9. For strict compliance and guidance.


MARCIANO U. SORIANO JR., PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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AGENDA FOR THE QMS MANAGEMENT REVIEW

AGENDA	IN-CHARGE
Status of actions from previous management committee meeting (9.3.2a)	ASDS or QMR
Status of Planning Documents- SWOT, Risk Registry and Opportunity Registry (9.3.2b) Changes in external and internal issues that are relevant to the QMS	QMR, RMT Lead and Process Owners
Customer Satisfaction and feedback (9.3.2.c1)	SDS
Status of OPCR (9.3.2 c2) - The extent to which quality objectives have been met	SDS/ASDS, Functional Division Chiefs and Unit/Section Heads
Status of Programs, Activities and Projects (PAPs) (9.3.2 c3) - Process performance and conformity of products and services	SDS/ASDS, Functional Division Chiefs and Unit/Section Heads
Status of nonconformities and Request for Actions (9.3.2 c4)	Functional Division Chiefs and Unit/Section Heads
Monitoring and measurement results- Updates on the improvement on Operations Manuals; MEA-PIR (9.3.2 c6)	Functional Division Chiefs and Unit/Section Heads
Internal Quality Audit results and COA Findings (if applicable) (9.3.2 c7)	IQA Team Lead COA Results
Performance of external providers (9.3.2.c7)	QWT Lead with Functional Division Chiefs and Unit/Section Heads
Risk Monitoring and Review results (9.3.2 e) Effectiveness of actions taken to address risks and opportunities	RMT Lead
Opportunities for Improvement (9.3.2 f)	QMR Functional Division Chiefs and Unit/Section Heads