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

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Office of the Schools Division Superintendent

13 October 2026

OFFICE MEMORANDUM
OSDS-2026-003

NOTICE OF MANAGEMENT MEETING

To: Assistant Schools Division Superintendent
Chiefs of Divisions
Knowledge Management Team Members
All others concerned

1. The Schools Division Office of Dagupan City, through the **Knowledge Management Team**, shall conduct a meeting, to discuss the findings and opportunities for improvement identified during the recent ISO audit and to strengthen the Division's commitment to the continual improvement of its Quality Management System (QMS).

2. The meeting aims to ensure that all concerned personnel are properly informed and have a common understanding of the audit results, particularly the areas requiring immediate attention and appropriate action. It shall also provide an avenue for the Knowledge Management Team to identify appropriate interventions and establish action plans to address the identified findings and opportunities for improvement.

3. The meeting shall have the following agenda:
   a. Presentation and Discussion of ISO Audit Findings and Opportunities for Improvement;
   b. Awareness and Understanding of the Identified Findings;
   c. Identification of Immediate Corrective and Improvement Actions;
   d. Development/Updating of Action Plans and Assignment of Responsibilities; and
   e. Other Matters Related to Knowledge Management and QMS Implementation.

Office of the Schools Division Superintendent

4. The meeting details are as follows:

Date	**October 19, 2026**
Time	**1:00 PM**
Venue	**CID Office, SDO Building**
Participants	**Knowledge Management Team Members**

5. All members of the Knowledge Management Team are requested to attend the meeting and actively participate in the discussions. Participants are encouraged to review relevant QMS documents, audit findings, and existing processes prior to the meeting to facilitate focused discussions and the formulation of responsive action plans.

6. Immediate action points, responsible persons, target dates, and necessary support shall be identified and documented during the meeting to ensure timely and effective response to the audit findings and opportunities for improvement.

7. For information, guidance, and appropriate action.

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

Office of the Schools Division Superintendent

Enclosure

LIST OF KNOWLEDGE MANAGEMENT TEAM

Lead:	Maria Linda R. Ventenilla
Co-Lead:	Alfred B. Gonzales
Members:	Renata G. Rovillos
	Gemma M. Erfelo
	Maria Socorro G. Dimalanta
	Cherry A. Cayabyab
	Freddie M. Soriano
	Noreen B. Vidal
	Reynante B. Infante
	Pilita O. Bautista
	Aprille Eve D. Diaz
	Gardenia B. Ferrer
	Henry L. Refuerzo
	John Paul G. Saplan
	Czar Odell B. Bohol
	John Cezar D. Adorable
	Gim V. Calulut