



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2024-005

NOTICE OF MANAGEMENT MEETING

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
QMS Team Leaders
All Others Concerned

1. Notice is hereby given for a Management Review Committee (MRC) Meeting on November 11, 2024 at 9:30 AM at Schools Division Office Conference Hall.

Agenda:

- a. Status of actions from the previous management committee meeting
- b. Status of Planning Documents (9.3.2 b)
 - SWOT
 - Risk Registry
 - Opportunity Registry
- c. Customer satisfaction and feedback
- d. Status of OPCR
- e. Status of Programs, Activities, and Projects (PAPs)
- f. Status of nonconformities and Request for Actions
- g. Monitoring and measurement result
 - Updates on the improvement on Operations Manuals
 - MEA-PIR
- h. Internal Quality Audit results and COA Findings
- i. Performance of external providers
- j. Adequacy of resources
- k. Risk Monitoring & Review Results
- l. Opportunities for improvement/other matters

2. Herein attached are the following for reference:
Enclosure 1: List of Attendees
Enclosure 2: Agenda Discussion In-Charge.

ANSELMO R. ALUDINO
Schools Division Superintendent

SGOD/jla/DO- NOTICE OF MEETING
0006/ November 8, 2024



Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
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REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure No. 1

LIST OF ATTENDEES

In-Charge	Position/QMS Team
Anselmo R. Aludino	Schools Division Superintendent Top Management
Arnel S. Bandiola	Assistant Schools Division Superintendent Top Management
Marilou B. Sales	Chief Education Supervisor, CID Training and Advocacy Team Leader
Nemalyn M. Ulep	Chief Education Supervisor, SGOD Quality Management Representative
Joycelyn P. Perdido	Education Program Supervisor Risk Management Team Leader
Joel P. Malunao	Administrative Officer V Risk Management Deputy Team Leader
Jaquelyn P. Mendoza	Administrative Officer V Risk Management Team Member
Jhon Rey D. Ortal	Education Program Supervisor Quality Workplace Team Leader
Rhaian A. Gamet	Program Development Officer II Quality Workplace Deputy Team Leader
Aubrhey Marie R. Oasay	Education Program Supervisor Knowledge Management Team Leader
Reyna Monique L. Lanuza	Administrative Officer IV Knowledge Management Deputy Team Leader
Eldefonso B. Natividad, Jr.	Education Program Supervisor Internal Quality Audit Team Leader
Gladys B. Lampitoc	Education Program Supervisor Internal Quality Audit Deputy Team Leader
Mark Louie P. Duldulao	Education Program Specialist II Training and Advocacy Deputy Team Leader
Deejay R. Opelac	Administrative Officer IV Deputy Quality Management Representative
Jocelyn L. Aribuabo	Education Program Supervisor QMS Head Secretariat
Andrew Joel C. Aniñon	Administrative Assistant III QMS Secretariat



Republic of the Philippines
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REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure No. 2

AGENDA DISCUSSION IN-CHARGE

AGENDA	IN-CHARGE
Call to Order, Roll Call and Declaration of Quorum	Anselmo R. Aludino
Approval of the Proposed Agenda	Arnel S. Bandiola
Status of actions from previous management committee meeting	Arnel S. Bandiola
Status of Planning Documents <ul style="list-style-type: none"> - SWOT - Risk Registry - Opportunity Registry 	Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao Jaquelyn P. Mendoza Joycelyn Perdido
Customer satisfaction and feedback	Joycelyn Perdido
Status of OPCRf	Arnel S. Bandiola Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao Jaquelyn P. Mendoza
Status of Programs, Activities, and Projects (PAPs)	Arnel S. Bandiola Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao Jaquelyn P. Mendoza
Status of nonconformities and Request for Actions	Eldefonso B. Natividad, Jr. Marilou B. Sales
Monitoring and measurement results <ul style="list-style-type: none"> - Updates on the improvement on Operations Manuals - MEA-PIR 	Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao Jaquelyn P. Mendoza
Internal Quality Audit results and COA Findings	IQA results- Eldefonso B. Natividad, Jr. COA Findings (if any)- Jaquelyn P. Mendoza
Performance of external providers	Deejay R. Opelac
Adequacy of resources	Deejay R. Opelac Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao Jaquelyn P. Mendoza
Risk Monitoring & Review results	Joycelyn Perdido
Opportunities for improvement/other matters	Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao Jaquelyn P. Mendoza



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