

## 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
- Adequacy of resources
- k. Risk Monitoring & Review Results
- 1. 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

SDCB RECORDS UNIT

2416724







Asuncion Street, 16-S Quiling Sur, City of Batac, Ilocos Norte Telephone No.: (077) 677-1993

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# Republic of the Philippines

# Department of Education

## REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure No. 1

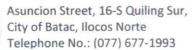
### LIST OF ATTENDEES

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. Aniňon	Administrative Assistant III QMS Secretariat		









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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	Anselmo R. Aludino
Declaration of Quorum	
Approval of the	Arnel S. Bandiola
Proposed Agenda	
Status of actions from previous	Arnel S. Bandiola
management committee meeting	
Status of Planning Documents	Marilou B. Sales
- SWOT	Nemalyn M. Ulep
<ul> <li>Risk Registry</li> </ul>	Joel P. Malunao
<ul> <li>Opportunity Registry</li> </ul>	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	Arnel S. Bandiola
Projects (PAPs)	Marilou B. Sales
	Nemalyn M. Ulep
	Joel P. Malunao
	Jaquelyn P. Mendoza
Status of nonconformities and	Eldefonso B. Natividad, Jr.
Request for Actions	Marilou B. Sales
Monitoring and measurement	Marilou B. Sales
results	Nemalyn M. Ulep
<ul> <li>Updates on the</li> </ul>	Joel P. Malunao
improvement on Operations	Jaquelyn P. Mendoza
Manuals	
- MEA-PIR	
Internal Quality Audit results and	IQA results- Eldefonso B. Natividad,
COA Findings	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	Marilou B. Sales
improvement/other matters	Nemalyn M. Ulep
	Joel P. Malunao
	Jaquelyn P. Mendoza









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