



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2025- 062

08 MAY 2025

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 May 16, 2025 at 8:00 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
Enclosure 3: Program Implementation Review Forms and Catch-up Plan

ANSELMO R. ALUDINO
Schools Division Superintendent

SGOD/jla/DO- NOTICE OF MEETING
0002/ May 7, 2025



SDCB RECORDS UNIT

2507143



Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
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DepEd Batac City



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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
Aubrey 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	Planning Officer III Deputy Quality Management Representative
Angelica D. Obiano	Administrative Officer IV Asset Management Unit
Jocelyn L. Aribuabo	Education Program Supervisor QMS Head Secretariat
Andrew Joel C. Aniñon	Administrative Assistant III QMS Secretariat



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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	Angelica D. Obiano
Adequacy of resources	Angelica D. Obiano 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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Name of Program:
Name of Program Owner:
Source of Fund/Sub-ARO:
Amount:

Date Accomplished:

Program Implementation Review
Form 1: Physical and Financial Accomplishments

Programs/Projects/ Activity	Output	PHYSICAL ACCOMPLISHMENTS			FINANCIAL ACCOMPLISHMENTS		
		Physical Targets (PT)	Actual Physical Accomplishments (APA)	% of Physical Accomplishments $(\frac{APA}{PT} \times 100)$	Financial Targets (FT)	Actual Financial Accomplishments (AFA)	% of Financial Accomplishments $(\frac{AFA}{FT} \times 100)$
1.							
2.							
Total							



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**Program Implementation Review
Form 2: Unaccomplished Outputs**

PPAs	UNACCOMPLISHED OUTPUTS	REASONS FOR THE BALANCE	RECOMMENDATION (Drop, Carry Over, Modify, Replace)



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Program Implementation Review
Form 3: Value-Added Outputs

VALUE-ADDED OUTPUTS (additional PPAs not included in the plan)	REASON FOR ACCOMPLISHMENTS



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Program Implementation Review
Form 4: Implementation CIGPs and Proposed Resolutions

IMPLEMENTATION CIGPS (Concerns, Issues, Gaps and Problems)	TYPE OF CIGPs			PROPOSED RESOLUTIONS
	Is it institutional, technical, infrastructure, environmental, financial or political?	Is it within control of FD (Finance Division), Inter-FDs or Regional Management? Is it for Elevation to Central Office or to Other Agencies	Is it new or recurring CIGP? If recurring, how many quarters has it recurred?	

Prepared by:

Noted:



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Catch-Up Plan

Output	Background (Target with Backlogs)				Catch-up Strategies		
	Funding Year, Physical and Financial Targets	Assessment of Current Status	Reasons for Delay	Impact Analysis	Specific Actions	Timeline	Responsible
		Describe the status of the output, including any delays or setbacks encountered.	Identify the factors contributing to the delays in program implementation.	Assess the impact of the delays on the overall program objectives and outcomes.	List specific actions to be taken to catch up on missed targets	Specify the timeline for implementing each action item.	Specify the timeline for implementing each action item.
	P0.00						
	P0.00						

Prepared by:

Reviewed by:

Recommending Approval:

APPROVED:

Program Owner

Chief Education Supervisor

Asst. Schools Division Superintendent

Schools Division Superintendent



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