

Department of Education

REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM SGOD-2025- 063

N 8 MAY 2025

NOTICE OF MANAGEMENT MEETING

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

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:

- Status of actions from the previous management committee meeting
- Status of Planning Documents (9.3.2 b)

SWOT

- Risk Registry

- Opportunity Registry Customer satisfaction and feedback

d. Status of OPCR

Status of Programs, Activities, and Projects (PAPs)

Status of nonconformities and Request for Actions f.

Monitoring and measurement result

- Updates on the improvement on Operations Manuals

h. Internal Quality Audit results and COA Findings

Performance of external providers

Adequacy of resources

Risk Monitoring & Review Results

- 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



PAWIM-F-002

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SDCB RECORDS UNIT

Rev.:

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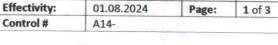






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Republic of the Philippines Department of Education REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure No. 1

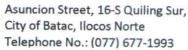
LIST OF ATTENDEES

In-Charge	Position/QMS Team
Anselmo R. Aludino	Schools Division Superintendent
Aliseillo R. Aludillo	Top Management
Arnel S. Bandiola	Assistant Schools Division Superintendent
Affici S. Ballulola	Top Management
Marilou B. Sales	Chief Education Supervisor, CID
Marilou B. Sales	Training and Advocacy Team Leader
Namalun M. Illan	Chief Education Supervisor, SGOD
Nemalyn M. Ulep	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
1	Risk Management Team Member
	Education Program Supervisor
Jhon Rey D. Ortal	Quality Workplace Team Leader
	Program Development Officer II
Rhaian A. Gamet	Quality Workplace Deputy Team Leader
Aubrhey Marie R. Oasay	Education Program Supervisor
The state of the s	Knowledge Management Team Leader
Reyna Monique L. Lanuza	Administrative Officer IV
1	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
o o o o o o o o o o o o o o o o o o o	QMS Head Secretariat
Andrew Joel C. Aniñon	Administrative Assistant III
The state of the s	QMS Secretariat







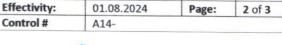






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Department of Education REGION I

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
 Risk Registry 	Joel P. Malunao
 Opportunity Registry 	Jaquelyn P. Mendoza
180-50 V/A 9417 US	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
- Updates on the	Joel P. Malunao
improvement on Operations	Jaquelyn P. Mendoza
Manuals	
- MEA-PIR	101 1 711 1 7 7 1 1 1 1
Internal Quality Audit results and	IQA results- Eldefonso B. Natividad,
COA Findings	Jr.
	COA Findings (if any)-
Donforma of out on 1	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
Diele Manitoring & Daviere manite	Jaquelyn P. Mendoza
Risk Monitoring & Review results Opportunities for	Joycelyn Perdido
	Marilou B. Sales
improvement/other matters	Nemalyn M. Ulep
	Joel P. Malunao
	Jaquelyn P. Mendoza







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Republic of the Philippines Department of Education

REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

Name of Program: Name of Program Owner: Source of Fund/Sub-ARO: Amount: Date Accomplished:

Program Implementation Review Form 1: Physical and Financial Accomplishments

		PHYSICAL ACCOMPLISHMENTS			FINANCIAL ACCOMPLISHMENTS		
Programs/Projects/ Activity	Output	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 $(\frac{AFA}{FT} X 100)$
1.							
2.							
Total							







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Department of Education

REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

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

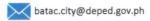














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Program Implementation Review Form 4: Implementation CIGPs and Proposed Resolutions

	TYPE OF CIGPs				
IMPLEMENTATION CIGPS (Concerns, Issues, Gaps and Problems)	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?	PROPOSED RESOLUTIONS	

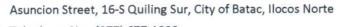
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Noted:















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Department of Education

REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

Catch-Up Plan

		Background (Target with Backlogs)				Catch-up Strategies		
Output	Funding Year, Physical and Financial Targets	Assessment of Current Status	Reasons for Delay	Impact Analysis	Specific Actions	Timeline	Responsible	
		Describe the stattus 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.	
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Prepared by:	Reviewed by:	Recommending Approval:	APPROVED:
Program Owner	Chief Education Supervisor	Asst. Schools Division Superintendent	Schools Division Superintendent







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