



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2025-

197

12 NOV 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 November 14, 2025 at 1:00 p.m. 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. All concerned section/unit heads are requested to submit the needed reports to be consolidated and reported by the following in-charge on or before November 11, 2025:

Reports	In-Charge
SWOT Analysis	Joycelyn P. Perdido
Risk Registry	
Opportunity Registry	
Status of OPCR	Arnel S. Bandiola
Updates on improvement of Operations Manual	Nemalyn M. Ulep
Program/Project Implementation Review (per Functional Division)	Jocelyn L. Aribuabo
Adequacy of Resources - Human Resources - Financial Resources - Physical Assets	Angelica D. Obiano



SDCB RECORDS UNIT

2518112



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

3. 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
0005/ November 6, 2025



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
Nemalyn M. Ulep	Chief Education Supervisor, SGOD Quality Management Representative
Marilou B. Sales	Chief Education Supervisor, CID Training and Advocacy Team Leader
Joycelyn P. Perdido	Education Program Supervisor Risk Management Team Leader
Joel P. Malunao	Administrative Officer V Quality Workplace Team Leader
Jaquelyn P. Mendoza	Administrative Officer V Risk Management Team Member
Jhon Rey D. Ortal	Education Program Supervisor Risk Management Deputy Team Leader
Aubrhey Marie R. Oasay	Education Program Supervisor Knowledge Management Deputy Team Leader
Reyna Monique L. Lanuza	Administrative Officer IV Knowledge Management 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 Quality Workplace Deputy Team Leader QMS Secretariat
Jocelyn L. Aribuabo	Education Program Supervisor QMS Head Secretariat
Andrew Joel C. Aniñon	Administrative Assistant III QMS Secretariat

