

Republic of the Philippines

Department of Education

REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM SGOD-2025- 197

1 2 NOV 2025

NOTICE OF MANAGEMENT MEETING

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

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

Customer satisfaction and feedback

Status of OPCR

Status of Programs, Activities, and Projects (PAPs) Status of nonconformities and Request for Actions

Monitoring and measurement result

Updates on the improvement on Operations Manuals

MEA-PIR

Internal Quality Audit results and COA Findings

Performance of external providers

Adequacy of resources

k. Risk Monitoring & Review Results

Opportunities for improvement/other matters

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,

Reports	In-Charge	
SWOT Analysis	Joycelyn P. Perdido	
Risk Registry		
Opportunity Registry	1	
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	Angelica D. Obiano	
- Human Resources	3	
 Financial Resources 		
- Physical Assets		



SDCB RECORDS UNIT

2518112







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

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Herein attached are the following for reference: Enclosure 1: List of Attendees 3.

Enclosure 2: Agenda Discussion In-Charge

ANSELMO R. ALUDINO Schools Division Superintendent

SGOD/jla/DO- NOTICE OF MEETING 0005/ November 6, 2025







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

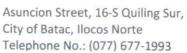
LIST OF ATTENDEES

In-Charge	Position/QMS Team
Anselmo R. Aludino	Schools Division Superintendent Top Management
Arnel S. Bandiola	Assistant Schools Division Superintendent Top Management
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. Aniňon	Administrative Assistant III QMS Secretariat









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Enclosure No. 2

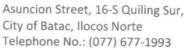
AGENDA DISCUSSION IN-CHARGE

AGENDA	IN-CHARGE
Call to Order, Roll Call and	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	W '1 P C 1
Status of Planning Documents - SWOT	Marilou B. Sales
- Risk Registry	Nemalyn M. Ulep Joel P. Malunao
- Opportunity Registry	Jaquelyn P. Mendoza
opportunity registry	Joycelyn P. Perdido
Customer satisfaction and feedback	Joycelyn P. Perdido
Status of OPCRF	Arnel S. Bandiola
2 200002200 San 1000 0000000	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
Status of nonconformities and	Jaquelyn P. Mendoza
Request for Actions	Eldefonso B. Natividad, Jr.
Monitoring and measurement	Marilou B. Sales Marilou B. Sales
results	Nemalyn M. Ulep
- Updates on the	Joel P. Malunao
improvement on Operations	Jaquelyn P. Mendoza
Manuals	o aquely it i . Hioridoza
- MEA-PIR	
Internal Quality Audit results and	IQA results- Eldefonso B. Natividad,
COA Findings	Jr.
	COA Findings (if any)-
D C	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
Risk Monitoring & Review results	Jaquelyn P. Mendoza Joycelyn Perdido
Opportunities for	Marilou B. Sales
improvement/other matters	Nemalyn M. Ulep
1	Joel P. Malunao









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