



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM  
 SGOD-2026- 046

04 MAY 2026

**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 6, 2026 at 9:00 a.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 May 5, 2026:

<b>Reports</b>	<b>In-Charge</b>
SWOT Analysis	Joel P. Malunao
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)	Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao
Adequacy of Resources <ul style="list-style-type: none"> <li>- Human Resources</li> <li>- Financial Resources</li> <li>- Physical Assets</li> </ul>	Angelica D. Obiano



SDCB RECORDS UNIT

2606287



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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/amb/DO- NOTICE OF MEETING  
26001/ April 30, 2026



Republic of the Philippines  
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REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure No. 1

**LIST OF ATTENDEES**

No.	In-Charge	Position/QMS Team
1	Anselmo R. Aludino	Schools Division Superintendent Top Management
2	Arnel S. Bandiola	Assistant Schools Division Superintendent Top Management
3	Nemalyn M. Ulep	Chief Education Supervisor, SGOD Quality Management Representative
4	Marilou B. Sales	Chief Education Supervisor, CID Training and Advocacy Team Leader
5	Joel P. Malunao	Administrative Officer V Risk Management Team Leader
6	Angelica D. Obiano	Administrative Officer IV Quality Workplace Team Leader
7	Joycelyn P. Perdido	Education Program Supervisor Risk Management Core Team Leader
8	Jaquelyn P. Mendoza	Administrative Officer V Risk Management Team Member
9	Edwin V. Tangonan	Senior Education Program Specialist Risk Management Core Team Member
10	Reyna Monique L. Lanuza	Administrative Officer IV Knowledge Management Team Leader
11	Aubrhey Marie R. Oasay	Education Program Supervisor Knowledge Management Deputy Team Leader
12	Mark Anthony R. Bengan	Information Technology Officer I Knowledge Management Core Team Member
13	Gilbert P. Isla	Education Program Specialist II Knowledge Management Core Team Member
14	Jocelyn L. Aribuabo	Education Program Supervisor Internal Quality Audit Team Leader
15	Eldefonso B. Natividad, Jr.	Education Program Supervisor Internal Quality Audit Deputy Team Leader
16	Mark Louie P. Duldulao	Education Program Specialist II Training and Advocacy Deputy Team Leader
17	Geraldine O. Lao-at	Public Schools District Supervisor Training and Advocacy Core Team Member
18	Elsie A. Gonzales	Nurse II Training and Advocacy Core Team Member
19	Deejay R. Opelac	Planning Officer III Deputy Quality Management Representative
20	Angelica D. Obiano	Administrative Officer IV Quality Workplace Team Leader
21	Rhaian A. Gamet	Project Development Officer II Quality Workplace Deputy Team Leader
22	Angelo M. Bangcud	Project Development Officer I QMS Secretariat
23	Andrew Joel C. Aniñon	Administrative Assistant III QMS Secretariat
24	Jacqueline G. Abiño	Engineer III QMS Secretariat



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Enclosure No. 2

**AGENDA DISCUSSION IN-CHARGE**

<b>AGENDA</b>	<b>IN-CHARGE</b>
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"><li>- SWOT</li><li>- Risk Registry</li><li>- Opportunity Registry</li></ul>	Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao
Customer satisfaction and feedback	Joel P. Malunao
Status of OPCRFB	Arnel S. Bandiola Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao
Status of Programs, Activities, and Projects (PAPs)	Arnel S. Bandiola Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao
Status of nonconformities and Request for Actions	Jocelyn L. Aribuabo
Monitoring and measurement results <ul style="list-style-type: none"><li>- Updates on the improvement on Operations Manuals</li><li>- MEA-PIR</li></ul>	Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao
Internal Quality Audit results and COA Findings	IQA results- Jocelyn L. Aribuabo 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
Risk Monitoring & Review results	Joel P. Malunao
Opportunities for improvement/other matters	Marilou B. Sales Nemalyn M. Ulep Joel P. Malunao