



03 AUG 2026

Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Office of the Schools Division Superintendent

August 3, 2026

OFFICE MEMORANDUM

No. 19, s. 2026

**SUBMISSION OF QUALITY MANAGEMENT SYSTEM (QMS) TEAM
ACCOMPLISHMENT REPORTS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Quality Management Representatives (QMR)
All Members of the QMS Teams and Secretariat
All Others Concerned

1. In reference to the Division Memorandum No. 532 s. 2025 titled **Establishment and Institutionalization of a Quality Management System (QMS) Certifiable to ISO 9001:2015 in the Schools Division Office of Iriga City**, all **QMS teams** are hereby informed to submit their **accomplishment reports every two (2) weeks** to the Schools Division Superintendent (SDS).
2. The accomplishment report shall include the activities conducted, outputs accomplished, issues or concerns encountered, assistance needed and planned next steps within the reporting period. The accomplishment report template is attached as Enclosure No. 1 of this Memorandum for guidance and reference.
3. The accomplished report shall be uploaded to the designated Microsoft OneDrive folder through the following link: <https://tinyurl.com/y3m3kvw8>.
4. For information and strict compliance of all concerned.

MARIA-MAGNOLIA F. BRIOSO CESO VI
OIC-Schools Division Superintendent

Encl.: As stated
References:
Division Memorandum No. 532 s. 2025

QMS-SGOD/fff-sacs
08/03/2026



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SPRINGS**

Sa Serbisyo ng Tapat at Mangagap,
Edukasyon ang Dekalidad!

Sto. Domingo, Lungsod Iriga
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Enclosure No. 1 to Office Memorandum No. 14, s. 2026

QMS TEAM ACCOMPLISHMENT REPORT

QMS Team:

Date Submitted: _____

Reporting Period: _____

I. Activities Conducted

Date	Activity/Meeting Conducted	Participants	Remarks

II. Outputs

Output/Deliverable	Status	Date Completed/Target Date	Remarks

III. Planned Activities/Next Steps (Next Two Weeks)

Planned Activity	Responsible Person	Target Date	Remarks

IV. Issues/Concerns Encountered/Assistance Needed from MGT/QMR

Issue/Concern	Action Taken	Assistance Needed	Office/Person Concerned	Target Date Needed

V. Summary of Progress

Total Activities Conducted: _____

Total Outputs Completed: _____

Total Outputs Ongoing/Pending: _____

Prepared by:

Name

QMS Team Representative or Team Leader



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