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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

CTRL No.: 2026-09-18'DmY

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

09 September 2026

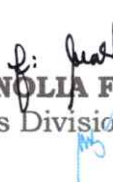
OFFICE MEMORANDUM

No. 18, s. 2026

NOTICE OF MANAGEMENT MEETING

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD/QMRs
Presenters of Management Review Inputs
Leaders of QMS Teams
QMS 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 concerned personnel are hereby informed to attend the **QMS Management Review Meeting on September 14, 2026, from 1:00PM onwards, at Kusinang Munti.**
2. The agenda, expected outputs, and attendees for the Management Review Meeting are provided in Enclosure 1 of this Memorandum.
3. All concerned participants are expected to review the agenda, and designated presenters to prepare the necessary presentations/reports relevant to their assigned inputs/topics.
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

OSDS/mmfb
09/09/2026



**IRIGA
SPRINGS**

Sa Serbisyang Tapat at Maagap,
Edukasyon ay Dekalidad!

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

Management Review Meeting

I. Agenda

Time (mins)	Inputs/Topics	ISO Reference	Presenter
10	Status of OPCR	9.3.2 c2	Ma. Genoviva N. Quaino
15	Status of Programs, Activities and Projects (PAPS)	9.3.2 c3	SGOD: Noel G. Cabaltera CID: Jerson V. Toralde OSDS: Arthur M. Ramboyong
10	Status of Planning Documents a. SWOT b. Risk Registry c. Opportunity Registry	9.3.2 b	Jhomer I. Rosal
10	Risk Monitoring and Review Results	9.3.2 e	Jhomer I. Rosal
10	Customer Satisfaction and Feedback: Client Satisfaction Measurement (CSM)	9.3.2 c1	Jhomer I. Rosal
05	Monitoring and Measurement Results: MEA-PIR (PIRPA)	9.3.2 c5	Jhomer I. Rosal
05	Monitoring and Measurement Results: Updates on the improvement on Operations Manuals	9.3.2 c5	Secretariat
10	Audit Results: COA Findings	9.3.2 c6	Salvacion E. Bermejo
10	Performance of External Providers a. Suppliers Performance b. Inspection and Acceptance Report (IAR) Findings	9.3.2 c7	Laila M. Trinidad Joy M. Ibias
10	Adequacy of Resources: Human Resources	9.3.2 d	Maria Lourdes B. Bayta
15	Management Feedback, Discussion, and Clarifications		Top Management
-	Opportunities for Improvement	9.3.2 f	For discussion during Management Review
-	Status of Actions from Previous Management Review	9.3.2 a	N/A – Initial Management Review
-	Status of Nonconformities and Request for Actions	9.3.2 c4	Not yet available
-	Internal Quality Audit Results	9.3.2 c6	Not yet available



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II. Attendees

Schools Division Superintendent (SDS)
Assistant Schools Division Superintendent (ASDS)
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors (PSDSs)
Public Elementary and Secondary School Heads
Leaders of QMS Teams
QMS Secretariat

III. Expected Outputs

Decisions and actions related:

- a) opportunities for improvement
- b) any need for changes to the quality management system
- c) resource needs