Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
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10 November 2026

OFFICE MEMORANDUM
No. 38, 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 **November 16, 2026, from 1:00PM onwards,** at **Division Conference Room.**

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
11/09/2026

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REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Enclosure No. 1 to Office Memorandum No 38, s. 2026

Management Review Meeting – November 16, 2026

I. Agenda

Time (mins)	Inputs/Topics	ISO Reference	Presenter/ Responsible
10	Preliminaries Opening Prayer Attendance and Determination of Quorum	-	Secretariat
10	Status of Actions from Previous Review & Opportunities for Improvement	9.3.2a 9.3.2 f	Jerson V. Toralde
15	Status of OPCR	9.3.2 c2	Ma. Genoviva N. Quaino
10	Status of Planning Documents a. SWOT b. Risk Registry c. Opportunity Registry	9.3.2 b	Jhomer I. Rosal
05	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
15	Monitoring and Measurement Results: Updates on the improvement on Operations Manuals	9.3.2 c5	SGOD: Jhomer I. Rosal CID: Ricky B. Sergio OSDS: Atty. Bea B. Correo
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	QMS Team Update a. TAT b. KMT c. QWT		Dante J. Arrabe Sheena A. Ampongan Arthur M. Ramboyong
	Adjournment		

II. Attendees

Schools Division Superintendent (SDS)
Assistant Schools Division Superintendent (ASDS)
Chief Education Supervisors, CID and SGOD
Quality Management Representatives
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