



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 13, 2022

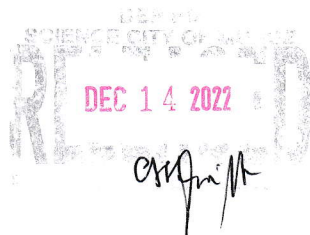
DIVISION MEMORANDUM

No. 639, s. 2022

To: Assistant Schools Division Superintendent
Quality Management Representative (QMR)
Division Chiefs
Unit Heads/Process Owners
Unit DCCs
All Others Concerned

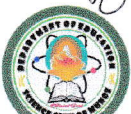
**REORIENTATION OF SDO PERSONNEL ON THE QUALITY
MANAGEMENT SYSTEM'S (QMS) CORE PROCESSES AND ON
ACCESSING THE DIVISION QMS PORTAL**

1. This is to announce the conduct of the “Reorientation of SDO Personnel on QMS Core Processes and on Accessing the Division QMS on December 21, 2022 at 9:00 in the morning at the SDO Conference Hall, as part of the continuing effort and commitment of the Schools Division Office (SDO) in adhering to the principle of continuous improvement and in sustaining customer satisfaction.
2. Participants of this activity are all regular attendees of the Division Weekly Staff Meeting and all other members of the Division QMS Teams.
3. The agenda are the following:
 - a. reorient the participants of the core processes of each functional division, units and sections;
 - b. ensure ease of access and downloading of ISO registered forms
 - c. ascertain efficient and effective implementation of all systems and processes in the division;
 - d. improve the delivery of basic services and satisfaction of customers
4. Relative to this, the members of the QMS Secretariat, Training and Advocacy Team (TAT), Knowledge Management Team (KMT), QMR and the Deputy QMR will be having a meeting on December 15, 2022/ 1:30 pm at the Conference Hall.
5. Immediate and wide dissemination of this Memorandum is desired.




DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

DDV2022/OASDS



Loyal, Excellent, Accountable and Dedicated to Service

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