



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
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By: _____

Office of the Schools Division Superintendent

June 7, 2022

DIVISION MEMORANDUM

No. 731, s. 2022

CONDUCT OF SECOND QUARTER MANAGEMENT REVIEW

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operations Division
Public Schools District Supervisors
Education Program Supervisors
All School Heads
All Others Concerned

1. Please be advised of the conduct of the Second Quarter Management Review on June 20 – 21, 2022 via virtual platform. This is to ensure the alignment, adequacy, effectiveness, and sustainability of the Quality Management System in the Division. Link to the said review shall be shared through the official Social Media Group Chat of the Division Executive Committee.
2. The activity will be participated by all members of the Division Executive Committee (DEXECOM) and its Secretariat as listed herein.
3. The agenda, schedule and matrix of activities are stipulated in the attached document.
4. In participating in the different Deped Programs, Projects, and Activities (PPAs), the Equal Opportunities Principle (EOP) and strict safety and health protocols shall be observed at all times.
5. Immediate dissemination of this memorandum is desired.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

For The Schools Division Superintendent


REBECCA C. SAGOT
Assistant Schools Division Superintendent

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Quarter 2 Management Review

OFFICIAL LIST OF PARTICIPANTS

Schools Division Superintendent
Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID

QMS Core Team Leader

Top Management Team

Quality Management Team
Quality Management System
Secretariat

Risk Management Team
Internal Quality Audit Team
Knowledge Management Team
Quality Workplace Team
Training Advocacy Team

Heads of Section

Administrative Section
Personnel Section
Records Section
Budget Section
Accounting Section
Cash Section
Information Technology

Unit Heads

Social Mobilization
Physical Facilities
Human Resource Development
School Mgt, Monitoring & Evaluation
Planning and Research
YFP

Education Program Supervisors

Public Schools District Supervisors

Dee D. Silva, DPA CESO V
Rebecca C. Sagot
Ramel M. Pilo
Eduard C. Amoguis

Dee D. Silva, DPA, CESO V
Rebecca C. Sagot
Rebecca C. Sagot
Gay P. Taguiran

Dee D. Silva, DPA, CESO V
Ramel M. Pilo
Eduard C. Amoguis
Rosalinda N. Dionio
Eduard C. Amoguis

Rosalinda N. Dionio
Rochelle G. Opiana
Jayson J. Jumangit
Lilli Ann R. Siason
Ma. Lourdes M. Quesada
Rowena M. Inutan
Paul Arsolon

Norhan Jalmaani
Engr. Elielou P. Jumawan
Gay P. Taguiran
Arnel F. Labasan
Melanie O. Mandin
Jillian April Casal

Marlyn A. Publico
Evelyn Grace H. Labasan
Allen T. Guilaran
Medos O. Jala
Liezl J. Moquia
Gloria B. Subong
Grace Santa Daclan
Ernie M. Aguan
Lourdes A. Navarro

Jose C. Melendres
Jocelyn Cadiente
Noli T. De Felipe
Marlon G. Ebrado
Ronnie A. Publico
Ana N. Redaniel
Dominic M. Dizon
Bernardo F. Boyles
Divina Dela Cueva
Clemente Timbal



AGENDA:

1. Status of actions from previous management committee meeting
2. Status of planning documents, SWOT, Risk, Registry, Opportunity Registry
3. Customer satisfaction and feedback
4. Status of OPCR
5. Status of programs, activities, and projects
6. Status of nonconformities and requests for actions
7. Monitoring and measurement results-updates on the improvement on Operations Manual; MEA-PIR
8. Internal Quality Audit results and COA findings if applicable
9. Performance of external providers
10. Adequacy of resources
11. Risk monitoring review results
12. Opportunities for improvement

Timeline	Particulars	Discussions In-Charge
June 20, 2022 (day 1) 1:00 – 5:00 PM		
1:15 – 1:30 PM	Prayer Call to Order Roll Call Declaration of Quorum	Program Mgt Team SDS Dee D. Silva, DPA, CESO V
1:30-3:00 PM	Status of Actions from previous management committee meeting	ASDS Rebecca C. Sagot
	Discussion of the following: 1. Status of planning documents, SWOT, Risk, Registry, Opportunity Registry 2. Status of OPCR 3. Status of programs, activities, and projects 4. Monitoring and measurement results-updates on the improvement on Operations Manual; MEA-PIR 5. COA findings if applicable 6. Adequacy of resources 7. Opportunities for improvement	OSDS Dee D. Silva Schools Division Superintendent Rebecca C. Sagot Assistant Schools Division Superintendent
3:00 – 3:30 PM	Customer satisfaction and feedback	Mr. Paul Arsolon Information Technology Officer
3:30 – 4:00 PM	Performance of external providers	Mr. Aldrin Gevila Supply Officer
4:00 – 4:45 PM	Open Forum	
4:45 – 5:00 PM	Adjournment/Closing	
June 21, 2022 (day 2) 8:30-8:45 AM		
8:30-8:45 AM	Opening Program	Program Management Team
8:45 – 10:45AM	Discussion of the following:	Ramel M. Pilo SGOD Chief



	<ol style="list-style-type: none"> 1. Status of planning documents, SWOT, Risk, Registry, Opportunity Registry 2. Status of OPCR 3. Status of programs, activities, and projects 4. Monitoring and measurement results-updates on the improvement on Operations Manual; MEA-PIR 5. COA findings if applicable 6. Adequacy of resources 7. Opportunities for improvement 	
10:45– 11:30 AM	Open Forum	
12:00 – 1:00 PM	Break	
1:00 – 3:00 PM	<p>Discussion of the following:</p> <ol style="list-style-type: none"> 1. Status of planning documents, SWOT, Risk, Registry, Opportunity Registry 2. Status of OPCR 3. Status of programs, activities, and projects 4. Monitoring and measurement results-updates on the improvement on Operations Manual; MEA-PIR 5. COA findings if applicable 6. Adequacy of resources 7. Opportunities for improvement 	Eduard C. Amoguis CID Chief
3:00 – 3:30 PM	Status of nonconformities and requests for actions	Ramel M. Pilo Lead, Internal Quality Audit
3:30-4:00 PM	Risk Monitoring Review Results	Dee D. Silva Lead, Risk Management Team
4:00 – 4:45 PM	Open Forum	
4:45 – 5:00 PM	Closing	Program Management Team

