



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

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
OSDS-2025-0115

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID  
Chief, Education Program Supervisor, SGOD  
Education Program Supervisors, CID  
Education Program Supervisor, SGOD  
Public Schools District Supervisors  
All Other Concerned

Subject: **NOTICE OF MEETING**

Date: June 26, 2025

1. In line with the Quality Management System implementation and continuous improvement efforts, the Division Office shall conduct the Quarterly Management Review (QMR) on June 30, 2025 (Monday), at 8:30 AM, to be held at the Division ALS Training Center.
2. The conduct of the activity shall follow the management review matrix below:

Particulars	Details	
Management Level	Division Management Review (DEXECOM)	
Chairperson	Schools Division Superintendent (SDS)	
Presider	Assistant Schools Division Superintendent (ASDS) or QMR	
Secretariat	QMS Secretariat	
Attendees	SDS ASDS CID and SGOD Chiefs Heads of Sections and Units EPSs PSDSs QMS Core Team Leaders Secretariat <i>*Note: All participants are encouraged to review all agenda items in advance and be ready to provide updates on their respective concerns during the management review.</i>	
Agenda	1. Status of actions from previous management committee meeting (9.3.2 a) 2. Status of Planning Documents (9.3.2 b) a. SWOT b. Risk Registry c. Opportunity Registry 3. Customer satisfaction and feedback (9.3.2 c1)	*ASDS or QMR  *QMR, Lead, RMT, and Process Holders  *Office of the SDS –Proper



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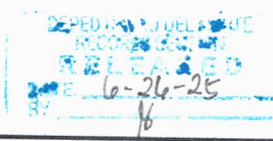
	4. Status of OPCR (9.3.2 c2)	*SDS/ASDS, Functional Division Chiefs and Unit/Section Heads
	5. Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3)	*SDS/ASDS, Functional Division Chiefs and Unit/Section Heads
	6. Status of nonconformities and Request for Actions (9.3.2 c4)	*QMR, Lead IQA
	7. Monitoring and measurement results (9.3.2 c5)	*Functional Division Chiefs and Unit/Section Heads
	a. Updates on the improvement on Operations Manuals	
	b. MEA-PIR	
	8. Internal Quality Audit results and COA Findings (if applicable) (9.3.2 c6)	*COA Results – Finance, Property & Supply
	9. Performance of external providers (9.3.2 c7)	*Property & Supply
	10. Adequacy of resources (9.3.2 d)	*Lead, QWT w/ Functional Division Chiefs and Unit/Section Heads
	11. Risk Monitoring & Review results (9.3.2 e)	*Lead, RMT
	12. Opportunities for improvement/other matters (9.3.2 f)	*QMR Functional Division Chiefs and Unit/Section Heads

3. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.

4. Immediate dissemination of this memorandum is desired.

**REYNALDO B. MELLORIDA, CESO V**  
 Schools Division Superintendent

FN: Management Review



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