



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent  
Office Memorandum  
No. 0031, s. 2024

**REGIONAL MEMORANDUM NO. 299 s 2024 ON VIRTUAL MANAGEMENT MEETING**

To: **Mr. Ernesto Q. Alas – as Jr. CESE** - OIC- ASDS/ QMS FOCAL  
**Mr. Romel Victor A. Villahermosa** -OIC- ASDS  
**Dr. Rachel B. Picardal** - SGOD Chief  
**Dr. Carmelita A. Alcala** -OIC CID Chief  
**Ms. Dae P. Habalo** -QMR  
**Dr. Geraldine B Olmillo** -QMS Secretariat  
**Dr. Antonio B. Baguio Jr** -KMT Chair  
**Dr. Renante A. Juanillo** -IQAT Chair  
**Atty. Marjorie D. Porcina** -RMT Chair  
**Engr. Phillip C. Tubog** -QWT Chair  
**Dr. Regina Clarina E. Empeso** -TAT Chair  
**All Others Concerned**

1. This office disseminates the **Regional Memorandum No. 299 s. 2024 on Virtual Management Meeting via MS TEAMS on April 12, 2024.**
2. Please see attached RM No. 299s. 2024.
3. The expected participants of this Virtual Management Meeting are advised to stay in an area with stable internet connectivity.
4. For guidance, and compliance of all concerned.

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent

4/8/24

00 APR 2024

NCO/EQA-RVAV/SGOD/RBP/24




Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental  
(035) 225-2838 / 225-2376 / 422-7644  
negros.oriental@deped.gov.ph



DepEd Tayo SDO Negros Oriental



www.depednegor.net

  
 Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

**Office of the Regional Director**

REGIONAL MEMORANDUM

No. **299**, s. 2024

05 APR 2024

**NOTICE OF MANAGEMENT MEETING**

**To:** Atty. Fiel Y. Almendra, Assistant Regional Director  
 Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 Regional Office Functional Division Chiefs  
 Regional Office Heads of Sections and Units  
 QMS Secretariat  
 All Others Concerned

1. This Office announces the conduct of an **On-site Management Meeting on April 11, 2024** at the 3<sup>rd</sup> Floor Conference Hall, DepEd Regional Office VII, and a **Virtual Management Meeting on April 12, 2024** via MS Teams.


2. The activity aims to discuss the following matters:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>a. Status of actions from previous management committee meeting</li> <li>b. Status of Planning Documents               <ul style="list-style-type: none"> <li>i. SWOT</li> <li>ii. Risk Registry</li> <li>iii. Opportunity Registry</li> </ul> </li> <li>c. Customer satisfaction and feedback</li> <li>d. Status of OPCR</li> <li>e. Status of Programs, Activities, and Projects (PAPs)</li> <li>f. Status of nonconformities and Request for Actions</li> </ul> | <ul style="list-style-type: none"> <li>g. Monitoring and measurement results               <ul style="list-style-type: none"> <li>i. Updates on the improvement on Operations Manuals</li> <li>ii. MEA-PIR</li> </ul> </li> <li>h. Internal Quality Audit results and COA Findings (if applicable)</li> <li>i. Performance of external providers</li> <li>j. Adequacy of resources</li> <li>k. Risk Monitoring &amp; Review results</li> <li>l. Opportunities for improvement/other matters.</li> </ul> |
|---|---|

3. The attendees to this meeting are the following:

<b>April 11, 2024 - On-site</b> (Day 1)	<b>April 12, 2024 - Virtual</b> (Day 2)
Regional Director Assistant Regional Director Regional Office Functional Division Chiefs <b>Regional Office Heads of Sections and Units</b> QMS Core Team Leaders QMS Secretariat	Regional Director Assistant Regional Director Regional Office Functional Division Chiefs QMS Core Team Leaders QMS Secretariat <b>Schools Division Superintendents</b> <b>Assistant Schools Division Superintendents</b>

4. Regional Office focal persons are requested to encode the required information in the reporting templates through the link <https://tinyurl.com/RO7-MR-Reports>, while Schools Division Offices (SDO) through the link <https://tinyurl.com/R7ManComMRTemplate> on or before **April 10, 2024**.
5. Enclosed is the Program of Activities for reference.
6. Meal expenses of the Regional Office attendees relative to the conduct of the said meeting shall be charged to the Regional Fund, while meal expenses of SDO attendees shall be charged to SDO Fund, subject to the usual accounting and auditing rules and regulations.
7. For queries and inquiries, you may reach us through 09175661525 and look for Dr. Emiliano B. Elnar Jr., Chief Education Supervisor of the Quality Assurance Division and Quality Management Representative (QMR).
8. For the information and guidance of all concerned.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director