



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0572

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
All Concerned

Subject: **SCHEDULE OF QUALITY MANAGEMENT SYSTEM FUNCTIONAL
DIVISION AND TEAM CONFERENCES**

Date: October 13, 2025

Pursuant to the alignment of this Schools Division Office to the technical assistance provided by DepEd – Region XI on the implementation of the Quality Management System (QMS) last September 23, 2025, the following schedule shall be followed by the functional divisions and QMS Teams to finalize the QMS Planning Documents and Manual:

| ACTIVITY | DATE | VENUE |
|--|-----------------------|------------|
| Knowledge Management Team Conference | October 20, 2025 | DTC |
| Finalization of QMS Documents – SGOD | October 22, 2025 | DTC |
| Finalization of QMS Documents – OSDS | October 23, 2025 | DTC |
| Finalization of QMS Documents – CID | October 23, 2025 | CID Office |
| Internal Quality Audit Team Conference | October 24, 2025 | DTC |
| Training & Advocacy Team Conference | November 3, 2025 (am) | DTC |
| Risk Management Team Conference | November 3, 2025 (pm) | DTC |
| Quality Workplace Team Conference | November 5, 2025 | DTC |

Participants to these activities are the Key Personnel and Section Heads of the various functional divisions and the members of the various QMS Teams.

For your guidance and compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Encl: As stated
SGOD/aba/kdgi

RELEASED

OCT 16 2025



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