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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

RELEASED

OCT 16 2025

Encl: As stated
SGOD/aba/kdgi



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RECORDS SECTION SGD PANABO CITY

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