



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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7/24/15
9am
12

July 22, 2015

DIVISION MEMORANDUM

No. 135 S. 2015

SEMINAR-WORKSHOP ON QUALITY MANAGEMENT SYSTEM

**TO: Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools**

1. In conformity with DepED Order No. 44, S. 2010, the Adoption of KRT 3: Quality Assurance and Accountability Framework”, the installation of the Quality Management System (QMS) in the Department to ensure delivery of quality basic education move paved the way.
2. In order to successfully implement the Quality Management System in the Division, a Seminar-Workshop on Quality Management System (QMS) is scheduled on August 7 and 14, 2015 at Gabaldon Bldg., Pulungbulu, Angeles City.
3. The activity is anchored to the following objectives:
 - a. understand the basic concept and technical skills necessary to make QMS operational;
 - b. implement School Monitoring, Evaluation and Adjustment (SMEA) Program in the school level; and
 - c. update on the School Based Management (SBM) implementation and PASBE application
4. Participants are the PSDS, school heads, and SBM coordinators. Participants are expected to be at the venue at 8:00 a.m.
5. The school heads are required to bring the following:
 - School’s AIP and SIP
 - School Form 1: School Register
 - School Form 2: Daily Attendance Report for Learner (June, July, August)
 - School Form 3: Books Issued and Returned
 - School Form 4: Monthly Learner’s Movement and Attendance (June, July, August)
 - School Form 5: Report on Promotion and Level of Proficiency
 - School Form 6: Summarized Report on Promotion and Level of Proficiency

- School Form 7: School Personnel Assignment List and Basic Profile
 - Hard Copy of EBEIS Data's for Human Resources and facilities
 - SF#2 and SF#4 for records of Learners Monthly Attendance, tardiness & cutting classes
 - Learning Competencies/budget of work for curriculum coverage
 - MPS/Test results for learners achievement in quarterly test
 - Class records for no. of failures
 - MOOE Allocation and Utilization
 - Inventory of Books SF#3
 - Reports/Data's on Learners Nutritional Status
 - Inventory of medical supplies requested, delivered and available
 - Inventory of textbooks, learning guide, teachers guide and curriculum guide
 - Brigada Eskwela Plus activities
 - Adopt-A-School Program (ASP)
 - Stakeholders Memorandum of Agreement (MOA)
 - Stakeholders Deed of Donations (DOD)
 - Narrative report of community activities involving stakeholders
 - Teacher's IPPD
 - List of Capacity Building Programs and seminars attended by the teachers
 - School Building and Classroom Inventory (Physical and Ancillary Facilities)
 - Laptop
6. Food and training materials of the participants will be charged against the school MOOE funds subject to the usual accounting and auditing rules and regulations.
 7. Enclosed to this Memorandum is the matrix of the activity.
 8. Immediate dissemination of this Memorandum is enjoined.



NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent

SEMINAR-WORKSHOP ON QUALITY MANAGEMENT SYSTEM (QMS)

Time		SCHEDULE OF ACTIVITIES	
		August 7	August 14
8:00	8:30	REGISTRATION	
8:30	9:00	OPENING PROGRAM	
9:00	10:15	<ul style="list-style-type: none"> • Session 1 Understanding QMS 	<ul style="list-style-type: none"> • Session 4 Presentation and Critiquing of SMEA Accomplishment Report
10:15	10:30	SNACKS	
10:30	12:00	<ul style="list-style-type: none"> • Session 2 School Monitoring, Evaluation, and Adjustment (SMEA) Program 	
12:00	1:00	LUNCH	
1:00	3:00	<ul style="list-style-type: none"> • Session 3 SMEA Tools 	<ul style="list-style-type: none"> • Session 5 School Based Management (SBM)
3:00	3:15	SNACKS	
3:15	5:00	<ul style="list-style-type: none"> • Session 4 SMEA Workshop 	<ul style="list-style-type: none"> • Session 6 PASBE