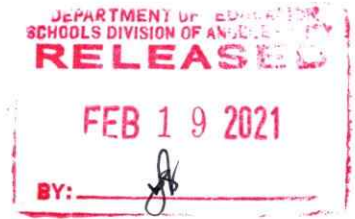




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



**Office of the Schools Division  
Superintendent**


February 18, 2021

**DIVISION MEMORANDUM**  
No. 043 S. 2021

**QUALITY MANAGEMENT SYSTEM (QMS) ACTION PLAN FOR FISCAL YEAR 2021**

**TO: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
Senior Education Program Specialists  
Education Program Specialists II  
Project Development Officers  
Engineer  
Planning Officer  
Unit Heads  
Public and Private Elementary and Secondary School Heads**

1. DepEd Division of Angeles City is committed in sustaining the implementation of its Quality Management System through the QMS Action Plan for FY 2021.
2. The objective of this plan is to ensure that all systems and processes are in-placed and the delivery of services are efficiently working towards achieving organizational effectiveness.
3. In view of this, all concerned individuals are hereby requested to observe and adhere with the planned activities on the attached QMS Action Plan for FY 2021
4. Wide dissemination of and strict compliance with this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Control No.: \_\_\_\_\_



**Address:** Jesus Street, Pulungbulu, Angeles City  
**Telephone No.** (045) 322-4101





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**QMS ACTION PLAN FOR FISCAL YEAR 2021**

Activity	Date of Implementation	Person/s In-charge
Orientation on the Sustainability of QMS	February 10, 2021	ODC
Management Review Committee Meeting	February 17, 2021 8:00 AM to 10:00 AM	MRC
Review of CIG Structure, Roles and Responsibilities	February 18, 2021 (9:00 AM to 10:00 AM)	MRC
Delegation of Tasks		
Submission of the Name of Document Controller Per Unit	February 19, 2021	QMR
Meeting with the Data Gathering Team	February 22, 2021 9:00 AM to 10:00 AM	DATA GATHERING TEAM Fernandina P. Otchengco PhD Glenn P. Sarmiento Edgar L. Manabat PhD Hazel Carbungco Arcel Garcia Carlo Puno PhD Armin Tayag Atty. Paul Nikon Alcayro Gemima Estrabillo EdD Amando Yutuc PhD
Meeting with the IQA Team	February 22, 2021 2:00 PM to 5:00 PM	IQA TEAM Gay Y. Pangilinan Marcela Jingco Marjorie D. Lacson Emelita Gomez Maria Tara D. Clemente Lorna Lacsina Hilda N. Garcia Nenita Jorquia Williamson Canlas Elmer Dayrit Dr. Ramil Policarpio Amando Yutuc Leonida K. Quinto Rochella C. David Ma. Esperanza S. Malang



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		Renaldo G. Cabrera Victoria G. Torres Richard Ayson Patricio Francisco Sayson RheaMay T. Paras
Re-orientation on CIG Roles and Responsibilities of the CIG Members	February 23, 2021 (9:00 AM to 12:00 NOON)	CIG TEAM Gemima Estrabillo EdD Enrique D. Pangilinan Edgar L. Manabat PhD Hazel Carbungco Christine L. Ardiete Edgardo Nunag Aveneir Mendoza Armin L. Tayag Reynaldo Cabrera Ana Marie Carmen M. Romero
Gathering of Needs and Expectations of the following: ✓ School Heads of Public and Private Schools (teachers, parents, learners) ✓ Government Parties (NGUs, LGUs, GOs, SUCs) ✓ Human Resource (non-teaching and teaching related) ✓ Community (Private individuals, Business Owners, Alumni, NGOs, HEIs) ✓ Material and Service Providers ✓ Consultants for Goods and Services	February 23 to March 2, 2021	DATA GATHERING TEAM
SWOT Analysis for FY 2021	March 5, 2021	(SGOD) Chief ES EPS



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		SEPS M&E SEPS SocMob Planning Officer SEPS Research Health and Nutrition SEPS HRD Engineer  (CID) Chief ES LRMSD Supervisor 2 PSDSs 2 EPSs  (OSDS) All Unit Heads
Training of Document Controllers on Control of Documented Information	March 8, 2021 (9:00 AM to 12:00 NOON)	ODC
Review of IQA Standards and Tools	March 15, 2021	IQA TEAM
CIG Monitoring	Monthly	CIG TEAM
1 <sup>st</sup> Quarter IQA Audit	March 26, 2021	IQA TEAM
2 <sup>nd</sup> Quarter IQA Audit	June 25, 2021	IQA TEAM
3 <sup>rd</sup> Quarter IQA Audit	September 24, 2021	IQA TEAM
4 <sup>th</sup> Quarter IQA Audit	December 17, 2021	IQA TEAM
1 <sup>st</sup> Quarter MRC Meeting	February 17, 2021	MRC
2 <sup>nd</sup> Quarter MRC Meeting	April 8, 2021	MRC
3 <sup>rd</sup> Quarter MRC Meeting	July 9, 2021	MRC
4 <sup>th</sup> Quarter MRC Meeting	October 7, 2021	MRC
Provision of Nonconformity and Corrective Action Report (CAR) Form	Year-round	IQA/QMR
Presentation of Feedback Results	Every Monday Starting February 22, 2021	QMR



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