



February 24, 2017

DIVISION MEMORANDUM

NO 0045ss., 2017

QUALITY MANAGEMENT COMMITMENT REVIEW

TO: OIC, Assistant Schools Division Superintendent
Chief, CID
SDO Unit Heads
ISO Team

1. In view of the result of the recently concluded Internal Audit, please be informed that there will be a Quality Management Meeting Commitment Review on February 27 – 28, 2017 at The Junction Hotel, Right along Mahogany Avenue (now JP Rizal) Tagaytay City.

2. Participants to the said activity are the following :

NAME	DESIGNATION
1. Elias A. Alicaya Jr.	OIC, ASDS
2. Elpidia B. Bergado	Chief, CID
3. Diane P. Topacio	PSDS
4. Ivan Brian L. Inductivo	SEPS, Planning and Research
5. Verna C. Cabaya	Administrative Officer V
6. Elaine V. Balen	HRMO
7. Joel M. Solis	Budget Officer
8. Cherry D. Bayot	Accountant
9. Melecio D. Pedron	Records Officer
10. Laura M. Crema	Cashier
11. Edward Joevan Romen	Supply Officer
12. Rainerio U. Reyes	Medical Officer
13. Mignon Cecille M. Mangoba	Information Technology Officer
14. Lorena Arca	SEPS, HRD
15. Reniel Patrick S. Tejidor	Planning Officer
16. Kristine Salamatín	Registrar

17. Roviann Sidamon	Administrative Officer II
18. Shiela Costa	Administrative Officer II
19. Eldrich Salamatin	Registrar
20. Glenor Marasigan	Registrar
21. Alquinn Lobos	Registrar
22. Leonard Umandap	Registrar
23. Kristine Gener	PDO I

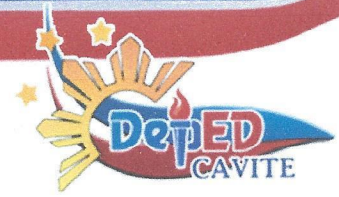
- 3. Participants are expected to be at the venue at exactly 7:00 a.m on Day 1 wearing Bolder and Brighter shirt. First meal to be served shall be am snack.
- 4. Attached is the copy of program of activity.
- 5. Immediate dissemination of this Memorandum is highly desired.



CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



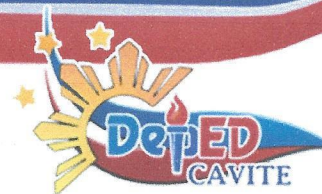
**RISK MANAGEMENT TRAINING
AND MANAGEMENT REVIEW**
Junction Hotel Tagaytay, Tagaytay City
February 27, 2017

PROGRAM Day 1

7:00 AM – 8:00 AM	-	Registration
8:00 AM – 8:40 AM	-	Opening Program Prayer Shiela T. Costa Admin Officer II
		National Anthem
		Panunumpa sa Watawat Kristine A. Salamat Registrar I
		Quality Policy Leonard C. Umandap Registrar I
		Acknowledgement of Participants Ivan Brian L. Inductivo Senior Education Program Specialist
		Opening Remarks Cherrylou D. De Mesa OIC, Schools Division Superintendent
		Introduction of Speaker: Ivan Brian L. Inductivo Senior Education Program Specialist
8:40 AM – 12:00 NN	-	Risk Management Seminar
12:00 NN – 1:00 PM	-	LUNCH
1:00 PM – 4:00 PM	-	Division Risk Assessment
4:00PM – 4:30 PM	-	PM Snack
4:30 PM – 7:00 PM	-	QMS Meeting



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**RISK MANAGEMENT TRAINING
AND MANAGEMENT REVIEW**
Junction Hotel Tagaytay, Tagaytay City
February 28, 2017

PROGRAM Day 2

7:00 AM – 8:00 AM
8:00 AM – 8:30 AM
8:30 AM – 12:00 NN

- Breakfast
- Registration
- Prayer
Glenor P. Marasigan
Registrar I

Management of Learnings
Ivan Brian L. Inductivo
Senior Education Program Specialist

Resolution and Synthesis
Elias A. Alicaya
Assistant Schools Division Superintendent

Closing Remarks:
Verna C. Cabaya
Admin Officer V

12:00 NN – 1:00 PM - LUNCH