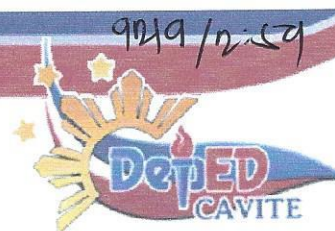




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



July 18, 2017

DIVISION MEMORANDUM
NO. 187s., 2017

PERIODIC UNIT/SECTION MEETING AND PROCESS REVIEW

TO: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, SGOD/CID
Unit/Section Heads
Division Personnel

1. In line with the Division's Quality Management practice, this office is requiring all Division units and sections to conduct monthly meeting and process review within the week after every Division Quality Management Meeting scheduled every 3rd Tuesday of the month.
2. The agenda of the meeting should comprise, but not limited to the following:
 - a. Unit process review;
 - b. Performance assessment (based on IPCRF); and
 - c. Roll-out of matters arising from the management meeting.
3. Signed and scanned soft copies of the minutes of the meeting shall be submitted to depedcavite.planning@gmail.com the following working day after the conduct of unit/section meeting.
4. Immediate dissemination of this information is highly desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent