



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



Certificate Number: AJA17-0083



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11/24/18  
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## **NOTICE OF MEETING NO. 215**

TO: OIC, Assistant Schools Division Superintendent  
OIC, Office of the ASDS  
Chiefs, CID and SGOD  
SDO Unit Heads and Section Chiefs

Date: December 4, 2018

Please be informed that there will be an Quality Management Meeting on December 10, 2018 8:30 a.m. to 4:00 p.m. at Silid Ugnayan, DepEd Cavite Compound, Trece Martires City, Cavite.

Agenda of the said meeting are the following:

1. Review and approval of previous minutes.
2. Matters arising from previous minutes.
3. Voice of the Customer (VOC) Report and Trends in Customer Feedback
4. Project Pop-up
5. Accomplishment Report 2018
6. PQA Pre-Writeshop Orientation
7. Internal Quality Audit
8. Changes in Internal and External Issues
9. Status of CAR
11. Performance of External Service Providers
12. Update of Risk Management and Opportunity Management Registry
13. Other Matters

It is expected that the following personnel be present at the said meeting:

1. Assistant Schools Division Superintendents;
2. Chiefs, CID and SGOD, and;
3. Unit Heads and Section Heads of SDO and SGOD (including DRRM and Youth Development)
4. Internal Auditors

The presence of the above personnel are strictly enjoined.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent