

June 06, 2019

DIVISION MEMORANDUM No. _______, s. 2019

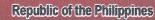
MID-YEAR MANAGEMENT REVIEW

TO: **Assistant Schools Division Superintendent** OIC, Office of the ASDS Chiefs, CID/SGOD **Education Program Supervisors** Public Schools District Supervisors Elementary/ Secondary School Heads Division Office Personnel All Concerned

- 1. In its continuous pursuit to sustain the quality management system of DepEd Cavite, this Office will conduct a mid-year quality management review (QMR) on July 11-12, 2019 at Bulwagang Tanglaw, DepEd Cavite Compound, Brgy. Luciano Trece Martires City, Cavite.
- 2. The QMR aims to gather all DepEd Cavite key officials and personnel to discuss the status of the unit/section's target, crucial issues and concerns on school operations and important updates relevant to DepEd priorities and programs.
- The following are expected to be in the QMR:

NAME	DESIGNATION
Cherrylou D. Repia	Schools Division Superintendent
Elias A. Alicaya Jr.	Assistant Schools Division Superintendent
Ivan Brian L. Inductivo	OIC- Office of the Assistant Schools Division Superintendent
Elpidia Bergado	CID Chief
Diana P. Topacio	OIC-SGOD Chief
Verna C. Cabaya	Administrative Officer V
Joel Solis	Administrative Officer V – Budget
Elaine V. Balen	Administrative Officer IV – HRMO
Cherry D. Bayot	Accountant III
Edward Joevan Romen	Administrative Officer IV – Supply
Laura R. Crema	Administrative Officer IV – Cashier
Melecio Pedron	Administrative Officer IV – Records
Atty. Daniel V. Carpina	Attorney III
Mignon M. Mangoba	Information Technology Officer
Wenifreda Diquit	Education Program Supervisor – English
Emily Quintos	Education Program Supervisor – AP
Noel Ortega	Education Program Supervisor – LRMDS
Ofelia Arvisu	Public Schools District Supervisor – Maragondon
Joel Peregrino	Public Schools District Supervisor – Tagaytay
Leonila Custodio	Division Librarian







Department of Education

Region IV-A (CALABARZON)

Division of Cavite Trece Martires City, Cavite





Certificate Number: AJA17-0083

Education Program Specialist II – ALS
Project Development Officer II – LRMDS
Medical Officer
Medical Officer
Dental Officer
Planning Officer
Senior Education Program Specialist – HRTD
Senior Education Program Specialist - SocMob
Senior Education Program Specialist – M&E
Senior Education Program Specialist – Research
Division Engineer
Project Development Officer II – DRRM
Project Development Officer I – YFP
Private Schools Coordinator
Registrar I
Registrar I
Registrar I
Administrative Officer II
Administrative Aide VI

- 4. Agenda of the said meeting are the following:
 - a. Review of Division Quality Policy, Objective and Key Result Area (Area)
 - b. Review of Context of Organization
 - c. Mid-year Voice of the Customer (VOC) result
 - d. Mid-year Online Document Channel (ODC) Compliance
 - e. Mid-year accomplishment per Unit
 - f. Unit's Strategy, Innovation or Approach
 - g. Continuous Improvement
 - h. Audit Findings
 - i. Status of Corrective Action Request (CAR)
 - i. Performance of External Provider
 - k. Review and Update of Risk and Opportunity Registry
- Attendees to the QMR are expected to prepare and discuss their five-minute presentation regarding their unit/ section's mid-year accomplishments and the strategy, innovation or approach they undertook in streamlining and continuously improving their processes and procedures.
- 6. Immediate and widest dissemination of this Memorandum is earnestly desired.