



September 2, 2019

DIVISION MEMORANDUM

No. 337, s. 2019

PHILIPPINE QUALITY AWARD SITE VISIT

TO: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
OIC- Chief, Schools
Public Schools District Supervisors
Division Office Personnel
All Concerned

1. In the continuous pursuit to sustain the quality management system (QMS) of DepEd Cavite, the Division has recently applied for the Philippine Quality Awards with the intention of raising the bar, reinventing norms and sustaining the gains of the institutionalized QMS.
2. On September 25-27, 2019, PQA site visit was scheduled. Below are the selected units/ sections that are enjoined to prepare and present the necessary and pertinent documentary evidences and requirements during the site visit as deemed and requested by the assessors.

Category	Expected Office/ Personnel
Leadership	Top Management
Strategy	Planning
Customers	ICT
Measurement, Analysis, and Knowledge Management	Planning, M&E, ICT, CID and Records
Workforce	HRM & HRD
Operations	All units and Section Heads, 2 Chiefs
Results	Top Management & All unit and Section heads



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Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

3. All SDO Cavite personnel, particularly chiefs, unit and section heads, team leaders, process owners, unit document custodians, are enjoined to be present in the office during these dates. Individual and institutional preparations for this site visit are crucial to the team's success. Hence, for the month of September, leave of absence or travels must be avoided, and strictly on the discretion of the Schools Division Superintendent.
4. Attached is the proposed site visit program of the eight (8) assessors.
5. Immediate and widest dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent



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Proposed Site Visit Program 25-27 September 2019

Date/Time	Activities	Participants
Day 1: 25 September 2019, Wednesday		
0600 – 0700	Assembly & Breakfast at McDonald's Magallanes	
0700 – 0830	Departure/Travel	Joel pick up at SLEX Southwoods Fel for pick up at Alabang?
0830 – 0900	Team Meeting & Preparations	
0900 – 1000	Opening Meeting: - Introductions & Org Presentation	DAP Rep; Org Rep; Joel Amante
1000 – 1150	Plenary: Categories 1 & 2	
1150 – 1200	Team Meeting	
1200 – 1300	Working Lunch/Document Review	
1300 – 1400	Site Tour	
1400 – 1600	Plenary: Categories 3 & 4	
1600 – 1645	Document Review	
1645 – 1700	Team Meeting	
1700 – 1800	Departure for Hotel	
1800 – 1900	Dinner	
1900 – 2000	Team Meeting	
Day 2: 26 September 2019, Thursday		
0600 – 0700	Breakfast at Hotel	
0745 – 0800	Assembly at Hotel lobby	
0800 – 0900	Departure/Travel	
0900 – 1150	Plenary: Categories 5, 6 & 7	
1150 – 1200	Team Meeting	
1200 – 1300	Lunch with Selected Staff	
1300 – 1630	Document Review/Interviews	
1630 – 1700	Team Meeting	
1700 – 1800	Departure for Hotel	
1800 – 1900	Dinner	
1900 – 2000	Team Meeting	



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Day 3: 27 September 2019, Friday		
0600 – 0700	Breakfast at Hotel	
0745 – 0800	Assembly at Hotel lobby	
0800 – 0900	Departure/Travel	
0900 – 1030	Document Review/Interviews	
1030 – 1145	Team Meeting	
1145 – 12:00	Closing	
1200 – 1300	Lunch Break	
1300 – 1600	Departure/Travel to DAP	Joel drop off at Southwoods