

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
 #82 Military Cut-off Road, Baguio City, 2600

Website: www.depedpines.com | Email: depedbaguiocity@gmail.com
 Telefax: 442-7819



OCT 08 2019
RELEASED

Division Memorandum
 No. 575, S. 2019

To: Asst. Schools Division Superintendent
CID Chief
All Other Concerned Personnel

CONDUCT OF MANAGEMENT REVIEW MEETING ON THE QUALITY MANAGEMENT SYSTEM AND PERFORMANCE REVIEW FOR 2019 AND WORK AND FINANCIAL PLANNING FOR 2020

1. To ensure that the Quality Management System is suitable, adequate, effective and aligned with the strategic direction of DepEd- Baguio, a management review meeting of the established productivity and quality management system is conducted at **least once a year** by the Top Management including members of the management review committee. For 2019, the MR will be done on October 10-11, 2019 at San Juan, La Union
2. The objective of the management review is to ensure effectiveness of the system in satisfying demands for DepEd-Baguio's outputs and services. The review covers but not limited to the status of actions from previous management reviews, changes in internal and external issues, performance and effectiveness of the QMS, adequacy of the resources and effectiveness of actions to address risks for improvement.
3. Likewise, a Work and Financial Planning for 2020 shall be conducted in order to come up with priority programs, projects and activities to be included in the Annual Implementation Program which shall be funded from the regular Agency Budget, Special Education Fund and General Fund of the City of Baguio.
4. A pre-planning activity which shall be participated in by the Chiefs of Divisions, unit heads, PSDSs, EPS, SEPS will be conducted on 08 October 2019. Said activity aims to identify programs projects and activities and set up or establish criteria and parameters in the prioritization of PPAs to be funded for 2020.
5. The agenda is incorporated in the matrix (enclosure 1)
6. The list of participants and the terms of reference for the management review workshop and performance review are in enclosure 2 and 3, respectively of this memorandum:
7. To facilitate the documentation and tracking of the agenda, the table below will be used by the over-all document controller.

Issues	Findings in the previous MR meeting	Action Taken	Responsible Person/ Timeline	Remarks



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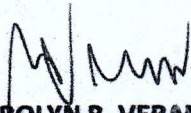

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Oct 10-11, 2019

8. Participants are required to bring laptop, projectors, soft copies of needed documents as per attached matrix, WFP, OPCR, DEDP and AIP among others.
9. Meals, snacks, accommodation, transportation and other incidental expenses shall be charged against local funds and other sources subject to the usual accounting and auditing rules.
10. For immediate dissemination and compliance.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent 

MATRIX OF ACTIVITIES

	Day 1	Day 2	Day 3
7-8	Opening Exercises		
8-9:30	Opening Program (HRD) Status of Actions from previous mgmt. reports (ODC)	OVERVIEW/MECHANICS on the Finalization of the 2020 Work and Financial Planning Presentation of the Status of WFP Implementation, Status of Appropriation and Balances of all funds (GAA, SEF, GF, PFVR, LCCA) ... CONTINUATION	Presentation and adoption of 2020 WFP, PPMP, and APP (GAA 2020, SEF, GF, and other fund sources)
9:30-10:30	Changes in external and internal issues that are relevant to QMS (MRCC/SDS)		
10: 30 -12	Customer satisfaction feedback analysis (AO V Nieves Ebanio) Updating of risk registers, process flows and work instruction manual (DCs)	CID Performance Review and presentation of proposed 2020 programs, projects and activities (CID Chief)	Closing activities (Asuncion Saguid)
12-1	Lunch	Lunch	
1-1:30	Monitoring and evaluation of objectives and results of QMS (SMME) Updating of risk registers, process flows and work instruction manual (DCs)	SGOD Performance Review and presentation of proposed 2020 programs, projects and activities (SGOD)	
2-4:00	Reporting on process performance (IQA Lead) Updating of risk registers, process flows and work instruction manual (DCs) Audit results (IQA Lead and IQA of IQA)	OSDS Performance Review and presentation of proposed 2020 programs, projects and activities (unit heads)	
4-5:30	Performance of external providers (Supply Officer) Review of Risk Plan and outputs (Jerry Ymson)	CONSOLIDATION of WFPs, PPMPs, and APPs	
5:30-6	Wrap Up	Wrap up	
OD	Nieves Ebanio	Jovy Balantin	

Enclosure No. 2 to Division Memorandum No. _____

SDS and ASDS	2
Quality Management Representative-Juliet Sannad	1
IQA Lead or representative- Brenda Awingan	1
Over all Document Controller-Loida Mangangey	1
Risk Management Focal- Engr. Polido	1
Public Schools Division Supervisors (PSDS)- S. Aliping, L. Lomas-e, S. Bugtong, S. Yangyang	4
Education Program Supervisor (F. Copsiyan, M. Api-it, N. Dalapnas, F. Eleponga, J. Lampac	5
SEPS (HRD, SocMob, SMME, P and R)	4
OSDS (Admin, Legal, Accounting, Budget, ICT)	5
Health and Nutrition Unit (Dr. J. de Jesus)	1
Education Program Specialist II (J. Piok, A. Saguid)	2
HRMO	1
Supply Officer	1
SEF Personnel	2
LRMDS staff	1
ICT Technical Staff	1
BAC Secretariat	1
Technical Secretariat (A. Gayob, A. Naron, C. Estigoy, M. Malidom)	4
Drivers	2
TOTAL NO. OF PAX	40

Enclosure 3 to Division Memorandum _____

PARTICIPANTS/UNITS/OFFICES	ROLES/RESPONSIBILITIES
SDS	Provides direction for the management review
ASDS	Assists in the management of the 3 day MR workshop and performance review
Quality Management Representative	Leads the management review by facilitating the activities of the management review
IQA Lead	Presents the internal quality audit findings
ODC	Serves as the over-all document keeper and presents the actions taken in the previous meeting
Risk Management Focal	Facilitates the revision and updating of risk registers
DCs and other representatives from the different offices	Must have with them all documents needed. Updates the risk registers, process flow, work instruction manual, AIP, WFP etc
Officer of the Day (OD)	Ensures that logistics are prepared and requirements such as but not limited to attendance, registration are filled out and submitted. Takes care of checking daily attendance
HRD	Responsible for the preparation of attendance, materials registration and ensures that outputs are submitted
SGOD	Responsible for leading daily exercise before breakfast
Secretariat	Documents the workshops proceedings and submits report 1 week after the workshop
CORE Team	responsible for the completion of outputs of respective unit/division and reports accomplishments
SGOD Planning office and budget officer	Prepares the mechanism/procedure for the conduct of the performance review

/osds.stf