



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



21 August 2026

OFFICE MEMORANDUM
No. 541, s. 2026

**GENDER-RESPONSIVE REVIEW OF FUNCTIONAL DIVISIONS' QMS
DELIVERABLES**

To: Chiefs, Functional Division
SDO Personnel
All Others Concerned

1. In line with the commitment of the Department of Education to continuously improve the delivery of quality, accessible, and responsive education services, the Schools Division Office of Baguio City shall conduct a Gender-Responsive Review of the Quality Management System (QMS) Processes of the Functional Divisions on **August 24, 2026**.

2. The activity aims to enable the Functional Divisions to:

- review 100% of identified QMS processes within the scheduled period;
- identify gender-related gaps and opportunities for improvement;
- integrate appropriate gender-responsive and inclusive considerations into QMS processes and Quality Control Plans (QCPs); and
- establish specific improvement actions, responsible persons, and implementation timelines.

3. The Functional Divisions, through their respective Process Owners/Process Holders, shall participate in the review and ensure the availability of relevant QMS documents, including process documents and QCPs. They shall identify gender-related gaps and opportunities and propose appropriate improvements based on the results of the review.

4. The participants for the activity are as follows:

Functional Division	No. of Pax
Office of the Schools Division Superintendent	12
Schools Governance Operations Division	14
Curriculum Implementation Division	27
Top Management and Secretariat	5

5. For queries or clarifications, please contact Cliftone K. Bangse-il, QMS Secretariat.

6. Immediate dissemination and compliance of this Memorandum is desired.


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SGOD/SMN/DRRM/ckb



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