



Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

No. 340 s. 2025

NOTICE OF MANAGEMENT MEETING / MANAGEMENT REVIEW

To: Assistant Regional Director
Chiefs, Functional Divisions
All Others Concerned

1. This Office through the Quality Management System (QMS) Secretariat in collaboration with the Top Management and Quality Management Representative (QMR) shall conduct the Fourth Quarter Management Review (MR) Meeting at the Executive Conference Hall, DepEd RO1, City of San Fernando, La Union on November 28, 2025 at 9:00 in the morning.

2. The meeting shall focus on the following agenda:

- a) Status of actions from previous management committee meeting (9.3.2a)
- b) Status of Planning Documents – SWOT, Risk Registry, Opportunity Registry (9.3.2b)
- c) Customer Satisfaction and feedback (9.3.2 c1)
- d) Status of OPCR (9.3.2 c2)
- e) Status of Programs, Activities, and Projects (9.3.2 c3)
- f) Status of Non-conformities and Request for action (9.3.2 c4)
- g) Monitoring and measurement results – Updates on the improvement on Operations Manuals; MEA-PIR (9.3.2 c3 and c5)
- h) Internal Quality Audit results and COA findings (if applicable) (9.3.2 c6)
- i) Performance of external providers (9.3.2 d)
- j) Adequacy of resources (9.3.2 d)
- k) Risk Monitoring and Review results (9.3.2 e)
- l) Opportunities for Improvement (9.3.2 f)



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3. The participants are as follows:

NAME	FD/SECTION/ UNIT	QMS TEAM
Tolentino G. Aquino	ORD	Top Management/RD
Rhoda T. Razon	OARD	QMR/ARD
Atty. Rhea Joy L. Carbonell	AD	Deputy, QMR
Oscar P. Flores	QAD	Lead, QMS Secretariat
Maria Teresa M. Bautista	FTAD	Lead, KMT
Dinah C. Bonao	HRDD	Lead, TAT
Cecilia P. Rosido	PPRD	Lead, RMT
Arnold I. Vino	FD	Deputy, RMT
Arlene A. Niro	CLMD	Deputy, TAT
Sarah Q. Casuga	ESSD	Lead, QWT
Dr. Marjorie Pudín	ESSD	Asst. Lead, QWT
Oliver F. Gutierrez	QAD	Lead, IQAT
Maureen M. Macailing	FD	Deputy, IQAT
Cesar S. Bucsit	ORD-PAU	Deputy, RMT
Raymund R. Molano	HRDD	Deputy, TAT
Edwina M. Manalang	QAD	Deputy, KMT
Nhyke Bryan R. Bactat	AD-RS	Deputy, KMT
Ritchie G. Macalanda	FTAD	Deputy, KMT
Melisa G. Del Prado	QAD	Deputy, QMS Secretariat
Abigal A. Cabilin	QAD	Deputy, QMS Secretariat
Liezl P. Mique	QAD	Member, QMS Secretariat
Francis A. Domingo	QAD	Member, QMS Secretariat
Ryan E. Bantiding	QAD	Member, QMS Secretariat
Manuel M. Tanguilig Jr.	QAD	Member, QMS Secretariat
Atty. Rosemarie M. Wailan	ORD-Legal	Member, IQAT
Joanna D. Sabado	ORD-PAU	Member, KMT
Gina A. Amoyen	CLMD	Member, KMT
Ferdinand A. Chan	AD-GSU	Member, QWT
Jose Ritchie Perez	ESSD	Member, QWT
Iris Ione M. Ignacio	ORD-ICTU	Member, QWT
Rowie Red N. Balanon	AD-AMS	Secretariat, QWT
Ramon O. Caniezo	AD	Member, RMT
May G. Cacanindin	FD	Member, RMT
Ederlyn M. Pimentel	FD	Member, RMT
Sammy C. Legaspi	ORD-ICTU	Member, RMT
Darius C. Nieto	ESSD	PDO IV
Georgina N. Nerida	AD	Section Head, Personnel
Elvira Q. Bueno	AD	Section Head, Procurement
Bernard Alcantara Jr.	AD	Section Head, RPSU
Leah M. Paet	AD	Section Head, Cash



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4. For clarifications, please contact the Quality Assurance Division (QAD)/ Quality Management Secretariat (QMS) through telephone number (072) 682-2324 loc. 117 or email at qad.region1@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

QAD/mmtj/OM_4thQtrMR
November 03, 2025



DepEd RO1



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