



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 14 2024

MEMORANDUM
No. 034, s. 2024

DIVISION OFFICE QUALITY MANAGEMENT SYSTEM (QMS)
TIMELINE OF ACTIVITIES FOR CY 2024 – FIRST SEMESTER

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Education Program Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Pursuant to Division Memorandum No. 164, s. 2023, titled, "Institutionalization of the Division Quality Management System," this Office announces the QMS timeline of activities for the first half of Calendar Year 2024, as follows:

Activity	Persons/Office Involved	Schedule
Finalization of the QMS Documents: - Division QMS Operations Manual - Planning Documents (SWOT Analysis, List of Relevant Parties, Risk/Opportunity Registry, and Process Flows)	QMS Representative/ Focal Person	January 2024
Submission of the QMS documents to the QMS Top Management	QMS Representative/ Focal Person	February 16, 2024
Submission of the Final Progress Reports of the QMS Teams: - Narrative Report - Documentation of Activities	QMS Teams	February 26, 2024
Information, Education, and Communication (IEC) Advocacy Campaign on QMS	- QMS Representative - Division ITO - Division Events Coordinator - QMS Training & Advocacy Team (TAT) - All Schools	February to May 2024

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Activity	Persons/Office Involved	Schedule
7S Evaluation of Offices	QMS Quality Workplace Team (QWT)	January 5, 2024 February 2, 2024 March 8, 2024 April 5, 2024 May 3, 2024
QMS Internal Quality Audit of Declared Processes and Implementation of the Corrective Actions	QMS Internal Quality Audit Team (IQAT)	March 1-31, 2024
Monthly Recognition of the 7S Best Implementing Offices	- QMS Top Management - QMS Representative - QMS Quality Workplace Team (QWT)	February 12, 2024 March 25, 2024 April 29, 2024 May 27, 2024
Consolidation and Submission of Client Satisfaction Survey Results	- QMS Risk Management Team (RMT) - Division Information Officer	February 26, 2024 March 25, 2024 April 29, 2024 May 27, 2024
QMS Caravan	- QMS Top Management - QMS Representative - All QMS Teams - All SDO Personnel - Division Events Coordinator - Division ITO	May 31, 2024
QMS Advocacy Motorcade Grand Awarding and Culminating Program for QMS	- QMS Top Management - QMS Representative - All QMS Teams - All SDO Personnel - Division Events Coordinator - Division ITO - All SDO Personnel - School Heads	June 9, 2024

5. All QMS Teams and SDO Personnel are directed to work collaboratively, in line with the "One QMS, One Culture" advocacy of SDO-Muntinlupa, to ensure the realization of the strategic directions and goals of the Division Office.

6. Immediate and wide dissemination of this Memorandum is directed.

EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

PROGRAMS

COMMITTEES

ORGANIZATION

MRAO/Memo/QMS TIMELINE 2024

____ 2/6/2024