



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

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November 29, 2021

**DIVISION MEMORANDUM**

No. 546, s. 2021

**NOTICE OF VIRTUAL MANAGEMENT REVIEW**

To: Top Management  
Quality Management Representative  
Quality Management Secretariat  
Division Quality Management System Leaders, Co-leaders and Members  
Process Owners  
Unit Document Custodian  
All Others Concerned

1. This is to announce the conduct of Virtual Management Review Meeting on December 3, 2021, 1:30 in the afternoon, through Microsoft Teams.
2. Participants are requested to log-in before 1:30 pm with the link <https://bit.ly/3rjRiBa>.
3. The agenda of the meeting include the following:
  - a. Status of actions from previous management committee meeting Strategic Direction (9.3.2 a)
  - b. Status of Planning Documents (9.3.2 b) – SWOT; Risk Registry; Opportunity Registry
  - c. Status of OPCR (9.3.2 c2)
  - d. Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3)
  - e. Status of nonconformities and Request for Actions (9.3.2 c4)
  - f. Monitoring and measurement results - Updates on the improvement on Operations Manuals; MEA-PIR (9.3.2 c3 & 5)
  - g. Internal Quality Audit results and COA Findings (if applicable) (9.3.2 c6)
  - h. Performance of external providers (9.3.2 c7)
  - i. Adequacy of resources (9.3.2 d)
  - j. Risk Monitoring & Review results (9.3.2 e)
  - k. Opportunities for Improvement (9.3.2 f)
  - l. Other Matters
4. Immediate and wide dissemination of this memorandum is highly desired.

  
**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge

Office of the Schools Division Superintendent

JSP/QMSSecretariat2021



*Loyal, Excellent, Accountable and Dedicated to Service*

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