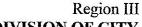
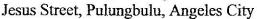
Department of Education



DIVISION OF CITY SCHOOLS

Angeles City





MG COL

July 22, 2015

DIVISION MEMORANDUM

No. 135 S.

2015

SEMINAR-WORKSHOP ON QUALITY MANAGEMENT SYSTEM

TO: Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools

- 1. In conformity with DepED Order No. 44, S. 2010, the Adoption of KRT 3: Quality Assurance and Accountability Framework", the installation of the Quality Management System (QMS) in the Department to ensure delivery of quality basic education move paved the way.
- 2. In order to successfully implement the Quality Management System in the Division, a Seminar-Workshop on Quality Management System (QMS) is scheduled on August 7 and 14, 2015 at Gabaldon Bldg., Pulungbulu, Angeles City.
- 3. The activity is anchored to the following objectives:
 - a. understand the basic concept and technical skills necessary to make QMS operational;
 - b. implement School Monitoring, Evaluation and Adjustment (SMEA) Program in the school level; and
 - c. update on the School Based Management (SBM) implementation and PASBE application
- 4. Participants are the PSDS, school heads, and SBM coordinators. Participants are expected to be at the venue at 8:00 a.m.
- 5. The school heads are required to bring the following:
 - > School's AIP and SIP
 - > School Form 1: School Register
 - School Form 2: Daily Attendance Report for Learner (June, July, August)
 - > School Form 3: Books Issued and Returned
 - School Form 4: Monthly Learner's Movement and Attendance (June, July, August)
 - School Form 5: Report on Promotion and Level of Proficiency
 - > School Form 6: Summarized Report on Promotion and Level of Proficiency

- School Form 7: School Personnel Assignment List and Basic Profile
- Hard Copy of EBEIS Data's for Human Resources and facilities
- ➤ SF#2 and SF#4 for records of Learners Monthly Attendance, tardiness & cutting classes
- ➤ Learning Competencies/budget of work for curriculum coverage
- MPS/Test results for learners achievement in quarterly test
- Class records for no. of failures
- > MOOE Allocation and Utilization
- Inventory of Books SF#3
- Reports/Data's on Learners Nutritional Status
- Inventory of medical supplies requested, delivered and available
- > Inventory of textbooks, learning guide, teachers guide and curriculum guide
- Brigada Eskwela Plus activities
- Adopt-A-School Program (ASP)
- > Stakeholders Memorandum of Agreement (MOA)
- > Stakeholders Deed of Donations (DOD)
- Narrative report of community activities involving stakeholders
- > Teacher's IPPD
- List of Capacity Building Programs and seminars attended by the teachers
- > School Building and Classroom Inventory (Physical and Ancillary Facilities)
- > Laptop
- 6. Food and training materials of the participants will be charged against the school MOOE funds subject to the usual accounting and auditing rules and regulations.
- 7. Enclosed to this Memorandum is the matrix of the activity.
- 8. Immediate dissemination of this Memorandum is enjoined.

And

NICOLAS T. CAPULONG, Ph.D., CESO V Schools Division Superintendent

SEMINAR-WORKSHOP ON QUALITY MANAGEMENT SYSTEM (QMS)

Time		SCHEDULE OF ACTIVITIES	
		August 7	August 14
8:00	8:30	REGISTRATION	
8:30	9:00	OPENING PROGRAM	
9:00	10:15	Session 1 Understanding QMS	
10:15	10:30	SNACKS	Session 4 Presentation and Critiquing of SMEA Accomplishment Report
10:30	12:00	 Session 2 School Monitoring, Evaluation, and Adjustment (SMEA) Program 	
12:00	1:00	LUNCH	
1:00	3:00	Session 3 SMEA Tools	 Session 5 School Based Management (SBM)
3:00	3:15	SNACKS	
3:15	5:00	Session 4 SMEA Workshop	• Session 6 PASBE