



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

February 11, 2025

DIVISION MEMORANDUM

No. 133, s. 2025

**SUBMISSION OF QMS TEAM PLANS FOR THE CONSOLIDATION OF THE 2025
QUALITY MANAGEMENT SYSTEM (QMS) CALENDAR OF ACTIVITIES**

TO: **Office of the OSDS
Office of the CID
Office of the SGOD
QMS Team
All Others Concerned**


1. In line with the continuous implementation and enhancement of the Quality Management System (QMS) in the Schools Division of Tacloban City, all designated QMS Teams are hereby directed to submit their respective Timeline of Activities to facilitate the development of the **Calendar of Activities for the QMS CY 2025**.

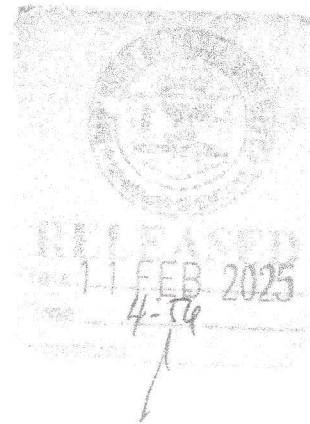
2. Each QMS Team is required to prepare a comprehensive and well-structured timeline of planned activities for 2025, ensuring alignment with QMS objectives, compliance requirements, and continuous improvement initiatives.

Below is the list of QMS Teams and their respective leader responsible for overseeing the preparation and submission of their team's timeline:

QMS Team	Team LEADER
KMS (Knowledge Management System)	Mark Chester Anthony G. Tamayo
TAT (Training & Advocacy Team)	Meriam M. Gualdrapa
IQAT (Internal Quality Audit Team)	Miguel Jr. V. Dumas
RMT (Risk Management Team)	Atty. Ma. Socorro T. Pancipanci
QWT (Quality Workplace Team)	Francisco A. Anchojas

3. The timeline shall include key **Activities, Target Dates, Expected Outputs,** and **Budgetary Requirements.** The deadline for submission is **on February 14, 2025.** The consolidated timelines will be used to develop the **official QMS Calendar of Activities for 2025,** ensuring a structured and efficient approach to quality management initiatives.
4. The QMS Team Leader and Co-Leader are required to attend a Consultative Meeting and Presentation of the QMS Team Plan on **February 17, 2025, 9:00 AM** at Division Conference. This meeting aims to review, refine, and align each team's proposed activities with the overall Quality Management System (QMS) objectives for 2025
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


SHERLITA A. PALMA, EdD, CESO VI
Schools Division Superintendent



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