



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

**TO:** **Ma. Teresa P. Geroso, CESO VI** QMS Top Management  
**Cecilia G. Abello PhD** Quality Management Representative  
**Rebonie F. Emboltorio, PhD** QMS Secretariat  
**Aldrin T. Ballentos** QMS Secretariat  
**Junry M. Esparar PhD** Lead, Knowledge Management Team  
**Julieta V. Gempison PhD** Lead, Risk Management Team  
**Jonalyn A. Dela Cerna MSM** Lead, Internal Quality Audit Team  
**Eulyne D. Lucerna** Lead, Training and Advocacy Team  
**Arnold S. Magdaet** Lead, Quality Workplace Team

**FROM :** **MICHELL L. ACOYONG, CESO VI**,  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**Subject: EXTENDED TIMELINE FOR THE SUBMISSION & PRESENTATION OF QUALITY MANAGEMENT SYSTEM (QMS) DOCUMENTS AND CONDUCT OF READINESS ASSESSMENT**

**Date: 13 February 2024**

1. Please be informed of the extended timeline for the submission and presentation of QMS documents and conduct of readiness assessment per Functional Division:

Activity	Original Timeline	Extended Timeline
Preparation of QMS Documents per functional division	January 15-26, 2024	February 13-29, 2024
Presentation of the draft of the Planning Documents and Operations Manual of the three functional divisions for final revision	January 30, 2024	March 1-8, 2024
Submission of the final QMS documents to the Knowledge Management Team for safekeeping	February 1-2, 2024	March 18-22, 2024
Conduct of mock IQA/readiness assessment per functional division	February 9, 2024	March 25-29, 2024
Conduct of final IQA/readiness assessment per functional division	February 16, 2024	April 1-5, 2024



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2. All functional divisions are advised to submit the following documents:
  - A. Planning Documents
    - a. SWOT Matrix
    - b. Risk Registry
    - c. Opportunity Registry
    - d. 2023 Office Performance Commitment Review Form
    - e. List of Interested Parties
  - B. Operational Plan (with Quality Control Plan per identified Core Management and Support Processes)
3. Immediate dissemination of and compliance with this Memorandum are desired.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
Email Address: [kabankalan.city001@deped.gov.ph](mailto:kabankalan.city001@deped.gov.ph)  
Website: <https://www.depedkabankalancity.com/>