



Republic of the Philippines
Department of Education
REGION IV-A (CALABARZON)
SCHOOLS DIVISION OF LUCENA CITY

02 Jan 2024

OFFICE MEMORANDUM
SGO-2024-002

NOTICE OF MEETING

To: Assistant Schools Division Superintendent
Pascual C. La Rosa Jr. – QMR
Reymark R. Queño – Deputy QMR
Epifania F. Carandang – Lead Secretariat
Karina R. Bautista, SGOD – Deputy Lead Secretariat
Yvan Jonas A. Tolentino, SGOD
Donna Malasarte, SGOD
Cristina B. Rogelio, ICT
Reinalyn M. Albano, Accounting
Mirella D. Talabong, Budget
Ronaldyn D. Patnon, Administrative
Rochelle P. Tolentino, Personnel
Myla K. Mendiola, CID
Anicia J. Villaruel, CID
Eden E. Reazo, CID
Ana Karmela S. Amante-Vergara, Legal – Lead Auditor
Marck Andro E. Bernabe, SGOD – Lead, RMT
Benjie C. Rivera, Admin. – Lead, QWT
Rolan B. Catapang, SGOD- Lead TAT
Josephine Natividad – Lead, KMT
Rowela M. Caperina, CID -Lead, CFT
All Others Concerned

1. **What:** Meeting for Quality Management System Implementation 2024

AGENDA: a. QMS Initiative for 2024
b. Timeline of Activities
c. Clarification of Roles and Responsibilities
d. Other Concerns

2. **When:** January 4, 2024 (Thursday, 2:00 p.m)

3. **Where:** Conference Room near ASDS Office

SUSAN D. ORIBIANA
Schools Division Superintendent

OM/SMME



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