



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

01 Sep 2026

SCHOOL MEMORANDUM

No. **244**, s. 2026

QMS MANAGEMENT REVIEW

To: Selected Teaching Personnel
Selected Non-Teaching Personnel
All Others Concerned

1. As part of the installation of a Quality Management System certifiable to ISO 9001 and pursuant to CSDO Division Memorandum no. 134, s 2023 entitled "Institutionalization of Quality Management Review in Schools, this Office will be conducting the 3rd Quarter Management Review on September 18, 2026 at 10:00 AM – 12:00 NOON at the Banyuhay ng Kakayahan.
2. All QMS Team Leads and presenters are required to prepare slide decks of their report and/or assigned areas of the Quality Management System and send it via Google drive provided by the Secretariat.
3. Enclosed are:
 - A. Matrix of Activity
 - B. Activity Management Team
 - C. List of Participants
 - D. Program
4. Should you have any queries relative to the conduct of the activity, you may contact Joam T. Canaynay, Quality Management Representative.
5. For your information and compliance.

JEFFREY D. PENALES
School Principal I



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Enclosure No. 1

Third Quarter Management Review
September 18, 2026
Matrix of Activity

Time	Activity	In-charge
9:30 – 10:00 AM	Registration	Mr. Freddie S. Bueno Ms. Maria Pamela C. Santiago KM Team Leads
10:00 AM	Opening Ceremony Opening Remarks Messages	Mr. Jeffrey D. Penales Top Management/ School Head Mr. Michael M. de Guzman PSDS, Cluster I Dr. Fragilyn B. Rafael Parent Supervisor, Cluster 1
10:20 – 10:25 AM	Status of Action from the previous management committee	Ms. Mary Grace Niegas Secretariat
10:25 – 10:30 AM	Status of the Planning Documents	Mr. Joam T. Canaynay Quality Management Representative
10:30 – 10:40 AM	Customer Satisfaction and Feedback	Mr. Jeffrey D. Penales Top Management/ School Head
10:40 – 10:55 AM	Status of OPCRF	Mr. Jeffrey D. Penales Top Management / Principal I
10:55 – 11:00 AM	Health break	
11:00 – 11:05 AM	Status of non-conformities and request for actions Internal Quality Audit Results	Ms. Wilnelia C. Balington IQA Team Lead
11:05 – 11:20 AM	Monitoring and Measurement Results	Mr. Freddie S. Bueno Ms. Ruby Ann V. Sarono M&E/AIP Coordinators
11:20 – 11:30 AM	Performance of External Providers	Ms. Kimberly Joie S. Hernandez Administrative Assistant II Mr. Bryan H. Dadia Adopt-A-School Coordinator
11:30 – 11:35 AM	Adequacy of Resources	Mr. Jazer Samuel L. Crisostomo Mr. Adonis C. Collao QW Team Leads
11:35 – 11:40 AM	Risk Monitoring and Review Results	Ms. Ruby Ann V. Sarono Ms. Aira Mae G. Alamo RMT Lead
11:40 – 11:45 AM	Opportunities for Improvement	Mr. Joam T. Canaynay QMR

11:45 AM	Management Plans	Mr. Jeffrey D. Penales Top Management / School Head
	Closing Remarks	Mr. Carlou A. Adao QMS Coach

Ms. Mary Grace Niegas
QMS Secretariat / Program Facilitator

Enclosure No. 2

Activity Management Team

Committee	Person/s-in-charge
Planning	Jeffrey D. Penales Principal I / Top Management Freddie S. Bueno OIC, JHS Asst. Principal for Academics Ruby Ann V. Saron OIC, SHS Asst. Principal for Academics Joam T. Canaynay Quality Management Representative
Documentation	Ryann Maongca Marielle Yasunaga Photo Documenter / Newsletter Writer
Technical	Ian Shigeru Yasunaga Angelo Villanueva Over-all in charge of sound system Ms. Mia Feliza C Berlon Ms. Mary Grace Niegas Secretariat
Registration	Freddie S. Bueno Maria Pamela C. Santiago Knowledge Management Team Leads
Refreshments	Kimberly Joie S. Hernandez Non-Teaching Personnel
Physical Arrangement	Kimberly Joie S. Hernandez Amelia U. Sustia Gemma Franco Elena Barba Marites Advincula QWT Team Members

Enclosure No. 3

List of Participants

NO.	Name	Designation	Office / Unit
1	Jeffrey Penales	Principal I	Office of the Principal
2	Ruby Ann Saron	SHS Asst. Principal/ RMT Lead	Office of the Asst. Principal
3	Freddie Bueno	JHS Asst. Principal / KMT Lead	Office of the Asst. Principal
4	Joam Canaynay	Quality Management Representative	Junior High School
5	Mia Feliza Berlon	QMS Secretariat	Junior High School
6	Mary Grace Niegas	QMS Secretariat	Senior High School
7	Wilnelia Balington	IQA Team Lead	Senior High School
8	Niña Urbiztondo	IQA Team Lead	Junior High School
9	James Philip Albarillo	IQA Team Member	Junior High School
10	Arlene Calica	IQA Team Member	Junior High School
11	Sarcizein Calma	IQA Team Member	Senior High School
12	Richard de Lara	IQA Team Member	Junior High School
13	Elenor Domino	IQA Team Member	Junior High School
14	Rizalito Licos	IQA Team Member	Junior High School
15	Mary France Imperial	IQA Team Member	Junior High School
16	Joan Lara Panotulan	IQA Team Member	Junior High School
17	Jeselle Anne Claire Sarito	IQA Team Member	Senior High School
18	Bea Louise Adriano	IQA Team Member	Junior High School
19	Luis Fernando Pinili	IQA Team Member	Junior High School
20	Aira Mae Alamo	RM Team Lead	Junior High School
21	Arlene Bautista	RM Team Member	Junior High School

22	Ramella Mae Gamilong	RM Team Member	Junior High School
23	Glenn Christian Orig	RM Team Member	Senior High School
24	Edwin Paredes	RM Team Member	Junior High School
25	Adonis Collao	QW Team Lead	Senior High School
26	Jazer Samuel Crisostomo	QW Team Lead	Junior High School
27	Rupert Justin Ferolino	QW Team Member	Junior High School
28	Roque Alejandro Mercado	QW Team Member	Senior High School
29	Aston Martin Queliza	QW Team Member	Senior High School
30	Joesel Dariagan	TA Team Lead	Junior High School
31	Kevin Kerbi Villamor	TA Team Lead	Senior High School
32	Marilyn Balleras	TA Team Member	Senior High School
33	Reinjul Consaludo	TA Team Member	Junior High School
34	Lorelynn Gelilio	TA Team Member	Junior High School
35	Chelsea Tumague	TA Team Member	Junior High School
36	Grace Aralar	TA Team Member	Junior High School
37	Maria Pamela Santiago	KM Team Lead	Non-Teaching
38	Giemar Besin	KM Team Member	Non-Teaching
39	Elisea Buenaobra	KM Team Member	Senior High School
40	Allyza Gueriba	KM Team Member	Junior High School
41	Rocann Valdez	KM Team Member	Junior High School
42	Bryan Jay Ortazo	KM Team Member	Senior High School
43	Mary Angeline Bugayong	KM Team Member	Senior High School
44	Ryann Maongca	Photo Documenter/ Newsletter Writer	Junior High School
45	Ian Shigeru Yasunaga	Over-all in charge of sound system	Junior High School
46	Angelo Villanueva	Over-all in charge of sound system	Junior High School

47	Bryan Dadia	Adopt-A-School Coordinator	Junior High School
48	Kimberly Joie Hernandez	Administrative Officer II	Non-Teaching
49	Mr. Michael de Guzman	PSDS, Cluster I	CSDO
50	Ms. Fragilyn Rafael	Parent Supervisor, Cluster I	CSDO
51	Mr. Carlou A. Adao	NQMS Coach	CSDO

Enclosure No. 4

PROGRAM

2026 QUARTER 3
**QMS
MANAGEMENT
REVIEW**

PROGRAM

September 18, 2026
10:00 - 12:00 noon
Banyuhay ng
Kakayahan



MATATAG
MAGSAYSAY

ONE DEPER. ONE QMS

Opening Ceremony Opening Remarks Messages Status of Action from Previous Management Committee Status of Planning Documents Customer Satisfaction and Feedback Status of CQMT Status of Non-conformities and Request for Actions Monitoring and Measurement Results Internal Quality Audit Results Performance of External Providers Reliability of Resources Risk Monitoring and Review Results Opportunities for Improvement Management Plans Closing Remarks Adjournment	Secretary: Mr. Jeffrey D. Penades Tag Management Coordinator Mr. Michael M. De Guzman PSDS, Cluster I Ms. Fragilyn R. Rafael Parent Supervisor, Cluster I Ms. Mary Grace Nigaga Non-Teaching Mr. Juan T. Canayway Quality Management Representative Mr. Jeffrey D. Penades Tag Management Coordinator Mr. Jeffrey D. Penades Tag Management Coordinator Ms. Wilhelma C. Balagueron Tag Management Coordinator Mr. Freddie A. Jimeno Tag Management Coordinator Ms. Ruby Ann V. Sarano Tag Management Coordinator Ms. Wilhelma C. Balagueron Tag Management Coordinator Ms. Kimberly Joy S. Hernandez Tag Management Coordinator Mr. Bryan B. Rodia Tag Management Coordinator Mr. Jean Samuel L. Crisostomo Tag Management Coordinator Mr. Adriel F. Collas Tag Management Coordinator Mr. Ruby Ann V. Sarano Tag Management Coordinator Mr. Jean Samuel L. Crisostomo Tag Management Coordinator Mr. Jeffrey D. Penades Tag Management Coordinator Mr. Carlou A. Adao Tag Management Coordinator Ms. Mary Grace Nigaga Tag Management Coordinator
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