



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

OFFICE MEMORANDUM

No. 59, S, 2025

ESTABLISHING EVERY TUESDAY AFTERNOON AS QMS DAY IN DEPED VIGAN

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section Heads
Unit Heads
All Others Concerned

1. In line with the Department of Education's commitment to continually improve its **Quality Management System (QMS)** and ensure compliance with ISO-aligned standards, the Schools Division Office of Vigan City hereby establishes **every Tuesday from 1:00 PM to 5:00 PM as "QMS Day."**
2. During this period, all concerned personnel are directed to focus on activities related to the following:
 - a. Preparation, updating, and review of Quality Control Procedures (QCPs).
 - b. Documentation and monitoring of QMS-related processes, reports, and records.
 - c. Evaluation of risks, opportunities, corrective actions, and performance indicators.
 - d. Updating of Updating of operational manuals and continuous process improvement initiatives.
3. All offices and units are enjoined to observe this schedule strictly and to allocate the necessary time and resources for QMS activities. Regular progress updates shall be reported to the **Quality Management Representative (QMR)** for consolidation and submission to the Schools Division Superintendent (SDS).



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
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