

MINUTES OF THE MEETING

Title	: QMO - NU Baliwag Alignment Meeting				
AY	: 2023-2024				
I. MEETING DETAILS					
Presider	: Johanna G. Minglana				
Scribe	: Audrey Nichole N. Broncano				
Date	: 23-Apr-24	Venue	: NU Baliwag		
Meeting Time	: 9:00am	Duration	: 2hrs and 58min		
II. ATTENDANCE					
A. PRESENT					
No.	Complete Name	Position	Office/College/Campus		
1	Audrey Nichole N. Broncano	Planning and Compliance Assistant	Quality Management Office		
2	Roan I. Estay	QAT Rep Faculty	Senior High School		
3	Johanna G. Minglana	Senior Director	Quality Management Office		
4	Arvin C. Santos	QAT Rep ASP	Guidance Services Office		
5	Dinmark D. Villar	Document and Records Control Associate	Quality Management Office		
B. ABSENT					
No.	Complete Name	Position	Office/College/Campus		
1					
III. MEETING AGENDA					
1	Alignment of schedule of QA activities & other priorities				
2	Campus Identity				
3	NUB QAT				
4	Other Matters that may arise during the meeting				
IV. DISTRIBUTION LIST					
No.	Office/College/Campus				
1	NU Baliwag				
2	QMO				
V. CALL TO ORDER					
The meeting was called to order at 9:19 A.M. by Ms.Minglana					
VI. MATTERS ARISING FROM THE MINUTES					
No.	Topic	Discussion	Action Item/Next Step	Target Date	Person/Office Responsible
1	Alignment of Schedule of Activities & other priorities	Ms.Minglana presented a proposed timeline of NU Baliwag QA activities (see attachment below)	Prepare proposed schedules	On or before April 30, 2024	QMO and NU Baliwag QAT Rep
		Ms.Minglana and Ms. Estay discussed when they can conduct the IQO Workshop for NU Baliwag	Prepare for a 1-day IQO workshop on 22 May 2024 (tentative schedule)	ASAP	QMO and NU Baliwag QAT Rep
VII. NEW BUSINESS					
No.	Topic	Discussion	Action Item/Next Step	Target Date	Person/Office Responsible
1	Campus Identity	NU Baliwag needs to identify its own campus identity (as discussed by Pres. RJ Ermita as part of Board Directives during the YE PRAP 2023).	Include in the Agenda in the next NU Baliwag admin council mtg	Next council meeting	NU Baliwag QAT Rep
2	NU Baliwag QAT	There is a need to officially identify a QAT Rep for faculty and have Ms. Estay discuss their roles and responsibilities in preparation for the QA activities	Confirm QAT Reps per unit for NU Baliwag	On or before AY 2025-2026	NU Baliwag QAT Rep and Executive Director

3	Respondents of NU Baliwag CS3	As of meeting date, NU Baliwag only has 19.56% response rate in the CS3, and majority of these respondents are faculty members.	Encourage faculty to complete and answer the CS3; seek help from program chairs and deans	On or Before April 30, 2024	NU Baliwag QAT Rep
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VII. ADJOURNMENT

The meeting adjourned at 12:18 P.M.

VIII. APPROVAL

Signature	:	Prepared by	:	Signature	:	Approved by:
Complete Name	:	Audrey Nichole N. Broncano	:	Complete Name	:	Johanna G. Minglana
Position	:	Planning and Compliance Assistant	:	Position	:	Senior Director, QMO
Date	:	23-Apr-24	:	Date	:	5-May-24

Activity	NU BALIWAG		TERM-WEEK	REMARKS	PARTICIPANTS
Customer Service Satisfaction Survey (CS3)	Ongoing	Annual			ALL
IQO Workshop	2023 - 2024		May 22 or 24	1 day	Unit Heads
ISO 21001:2018 EOMS Basic Awareness Training	2024 - 2025			4 hours	Unit Heads
Operations Manual Workshop	2024 - 2025			1.5 days	Unit Heads
PEAC Assessment (SHS)	2024 - 2025				Unit Heads
Risk Management Workshop	2024 - 2025			1.5 days	Unit Heads
Management Review	2024 - 2025	Annual		2 hours	Top Management
PACUCOA General Orientation	2024 - 2025			Mighty North	Unit Heads
Mock Internal Quality Audit	2024 - 2025				ALL c/o NU Baliwag
Internal Quality Audit	2024 - 2025	Annual		Multi-Site Audit - 1 da	ALL
EOMS (ISO 21001:2018) Audit	2025 - 2026	Annual		Multi-Site Audit - 1 da	ALL
PACUCOA Orientation Visit	2025 - 2026			1 day	ALL