



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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March 12, 2025

**DIVISION MEMORANDUM**

No. 094 s. 2025

**COMPOSITION OF THE QUALITY MANAGEMENT SYSTEM (QMS) TEAMS**

To: Assistant Schools Division Superintendent  
CID & SGOD Chief Education Supervisors  
Unit/Section Heads  
All Others Concerned

1. In compliance with DepEd Order 009, series 2021, titled "Institutionalization of the Quality Management System (QMS) in the Department of Education," this Office announces the composition of the QMS Teams as follows:

a) Top Management

**Dr. Gaudencio C. Aljibe Jr., CESO VI**  
Schools Division Superintendent

**Dr. Rey F. Bulawan**  
Assistant Schools Division Superintendent

b) Quality Management Representatives (QMRs)

**Dr. Noe M. Hermosilla**  
Chief Education Supervisor  
Schools Governance and Operations Division

**Dr. Sylvia B. Villanueva**  
Chief Education Supervisor  
Curriculum Implementation Division

**Atty. Risty T. Adarayan**  
Legal Officer/Attorney III  
OSDS – Legal

c) QMS Secretariat

**Dr. Nelida M. Lobos - Chairperson**  
Education Program Supervisor  
CID – Instructional Management



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
nsamardivision@deped.gov.ph





**Eunice V. Taringting – Cochairperson**

HRMO/Administrative Officer IV  
OSDS – Human Resource Management

**Rolando P. Lucenecio - Member**

Information Technology Officer I  
OSDS – Information and Communication Technology

**Reynel M. Ignacio - Member**

Education Program Specialist II  
SGOD – School Management, Monitoring and Evaluation

**Edmarie C. Cho – Member**

Administrative Assistant III  
OSDS – Payroll

**Eva A. Baldoza - Member**

Education Program Specialist II  
CID – Alternative Learning System

**Christy A. Ador - Member**

Nurse II  
SGOD – School Health

**Mark C. Manalo - Member**

Project Development Officer I  
SGOD – Social Mobilization and Networking

**Andrew Montejo – Member**

Project Development Officer I  
SGOD – Social Mobilization and Networking

**Marbe Ann S. Cagro – Member**

Administrative Officer II  
OSDS – Human Resource Management

d) Risk Management Team (RMT)

**Dr. Roberto T. Orias Jr. – Chairperson**

Senior Education Program Specialist  
SGOD – Planning and Research

**Jocelyn I. Acebuche – Cochairperson**

Planning Officer III  
SGOD – Planning and Research

**Dr. Esther O. Dela Cruz - Member**

Public Schools District Supervisor  
CID – Instructional Supervision

**Dr. Warren L. Otadoy - Member**

Medical Officer III  
SGOD – School Health



**Medardo D. Baylon III - Member**

Project Development Officer II  
SGOD - Social Mobilization and Networking

**Mark Lester E. Dorico - Member**

Administrative Assistant III  
OSDS – Budget

**Engr. Elmerson Vacunawa - Member**

Engineer  
SGOD – Education Facilities

e) Knowledge Management Team (KMT)

**Dr. Felix J. Ladeño – Chairperson**

Education Program Supervisor  
CID – Instructional Management

**Rema H. Allado – Cochairperson**

Administrative Officer IV  
OSDS – Records

**Dr. Alex B. Rejuso - Member**

Education Program Supervisor  
CID - Instructional Management

**Davy T. Aplan - Member**

Education Program Specialist II  
SGOD - Social Mobilization and Networking

**Pepito E. Saldo Jr. - Member**

Education Program Specialist II  
SGOD – Human Resource Development

**Francis Rico E. Tobes - Member**

Administrative Officer II  
OSDS – Legal

**Beatrice A. Olmedo - Member**

Project Development Officer II  
CID – Learning Resource Management

**Farah F. Arcebuche - Member**

Administrative Officer III  
OSDS – Cash

f) Internal Quality Audit Team (IQAT)

**Merlita B. Fajardo – Chairperson**

Senior Education Program Specialist  
SGOD - School Management, Monitoring and Evaluation

**Engr. Zyra D. Ultra – Cochairperson**

Division Engineer/Engineer III  
SGOD – Education Facilities



**Dr. Lucila R. Balondo - Member**

Education Program Supervisor  
CID – Instructional Management

**Rudel T. Lutao - Member**

Senior Education Program Specialist  
SGOD - Social Mobilization and Networking

**Teresita A. Acibar - Member**

Division Cashier/Administrative Officer IV  
OSDS – Cash

**Kier B. Taldo - Member**

Nurse II  
SGOD – School Health

**Sheryl Ann V. Calimlim - Member**

Administrative Officer II  
SGOD - School Management, Monitoring and Evaluation

**Eunice M. Costa - Member**

Administrative Assistant III  
OSDS – Human Resource Management

g) Training and Advocacy Team (TAT)

**Dr. Elna D. Enano – Chairperson**

Education Program Supervisor  
Schools Governance and Operations Division

**Peter R. Bobiles – Cochairperson**

Senior Education Program Specialist  
SGOD – Human Resource Development

**Dr. Emily M. Adrayan - Member**

Education Program Supervisor  
CID – Instructional Management

**Deah A. Gamao, CPA - Member**

Division Accountant/Accountant III  
OSDS – Accounting

**Dr. Roberto T. Galono - Member**

Public Schools District Supervisor  
CID – Instructional Supervision

**Silvano Pinca – Member**

Public Schools District Supervisor  
CID – Instructional Supervision

**Dr. Dionesia Mercader - Member**

School Principal IV/Principal In-Charge  
CID – Instructional Management



h) Quality Workplace Team (QWT)

**Michelle D. Caguimbal – Chairperson**

Division Administrative Officer/Administrative Officer V  
OSDS – Administrative

**Omar O. Ty – Cochairperson**

Education Program Supervisor  
CID – Instructional Management

**Ma. Joy L. Gepollo - Member**

Division Budget Officer/Administrative Officer V  
OSDS – Budget

**Atty. Vergel E. Buna – Member**

Administrative Officer II  
OSDS – General Services

**Marvin D. Socorro – Member**

Nurse II  
SGOD – School Health

**Romeo D. Mijares - Member**

Division Supply Officer/Administrative Officer IV  
OSDS – Supply

**Raul Epifanio P. Figueroa – Member**

Administrative Assistant II  
OSDS - Information and Communication Technology

**Engr. Anjo Fernandez - Member**

Engineer  
SGOD – Education Facilities

2. These assignments which are in addition to the current functions of the above-listed personnel do not entail additional compensation and shall be effective until further advise by this Office

3. Enclosed for reference as Annex A is the QMS Teams' Terms of Reference (TOR) as per DepEd Order No. 009, series 2021.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE JR., CESO VI**  
Schools Division Superintendent 



Annex A of Division Memorandum No. 094, s. 2024

## **The QMS Teams' Terms of Reference (TOR)**

### **A. Top Management**

The Top Management which is represented by the SDS and ASDS in the Division shall have the following responsibilities:

1. Lead the establishment, implementation, and monitoring of the QMS at their level.
2. Establish, communicate, and embody the Quality Policy Statement
3. Ensure effectiveness of the QMS using risk-based thinking and risk management.
4. Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS.
5. Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders.
6. Determine and provide necessary resources needed to implement and sustain QMS implementation.
7. Lead and conduct the Management Review (MR) at least every quarter.
8. Ensure that constitutional mandates, statutory, and regulatory requirements are met.
9. Designate the Quality Management Representatives (QMRs).

### **B. Quality Management Representative (QMR)**

The QMR shall be designated by the Top Management. The QMR shall have the following responsibilities:

1. Communicate the importance of having a QMS within DepEd.
2. Oversee the implementation and take accountability for the effectiveness of the QMS.
3. Ensure the conformance of the QMS to the requirements of ISO 9001.
4. Ensure the integrity and the effectiveness of the QMS.
5. Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management.
6. Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management.
7. Ensure integration of the QMS requirements into DepEd's business processes.
8. Promote continuous improvement of the QMS and process of the agency.
9. Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS.
10. Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management.
11. Act as liaison of the Department with external parties on matters relating to QMS.

### **C. QMS Secretariat**

The members of the QMS Secretariat shall coordinate with and report to the QMR. The QMS Secretariat shall have the following responsibilities:

1. Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS.



2. Provide technical and administrative support to successfully implement the QMS.
3. Coordinate QMS-related activities in their respective offices.
4. Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS.
5. Facilitate the delivery of specific outputs in line with the QMS
6. Assist the QMR in communicating with external parties on QMS-related matters.
7. Provide feedback and updates on QMS-related matters to the QMR.

#### **D. QMS Teams**

The composition of the QMS Teams is critical to ensure that operationalization of the QMS Teams are expected to regularly communicate and collaborate within their respective offices and across each governance level, as needed to ensure seamless and effective implementation of the QMS. Capacity building for the members of each team shall be done through a National Training of Trainers, the guidelines of which shall be provided in a separate memorandum. Below are the five (5) QMS Teams and their respective responsibilities.

##### **a. Knowledge Management Team (KMT)**

1. Implement and refer to the latest version of the Document Management Procedure, Document Matrix, and Organizational Knowledge Matrix in the PAWIM.
2. Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented.
3. Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents.
4. Oversee activities related to managing organizational knowledge and setting document management standards.
5. Provide feedback to the QMR on the status of the control documents and records.

##### **b. Internal Quality Audit Team (IQAT)**

1. Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM.
2. Undergo training on ISO 19011 (Guidelines for Auditing Management System).
3. Determine conformance of the QMS with planned arrangements and the requirement of ISO 9001.
4. Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit.
5. Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement, potential non-conformities, and non-conformities raised during the Internal Quality Audits.
6. Provide the findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as an input to the Management Review.



**c. Risk Management Team (RMT)**

1. Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM.
2. Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results.
3. Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office.
4. Provide feedback and update to the QMR on the status of risk assessment and action plans.
5. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled.
6. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.

**d. Quality Workplace Team (QWT)**

1. Ensure consistent implementation of Quality Workplace Standards.
2. Collaborate with concerned office/personnel to ensure a conducive and safe work/school environment to improve productivity.
3. Monitor and evaluate cleanliness, orderliness, and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately.
4. Provide feedback and updates in the QMR on the status of workplace management.

**e. Training and Advocacy Team (TAT)**

1. Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards. Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy.
2. Capacitate employees on the development of their Operations Manuals and Planning Documents.
3. Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS.
4. Plan and coordinate effective deployment and efficient use of QMS training and materials.
5. Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement.
6. Provide feedback and updates to the QMR on the status of QMS-related training and awareness.