



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

March 18, 2025

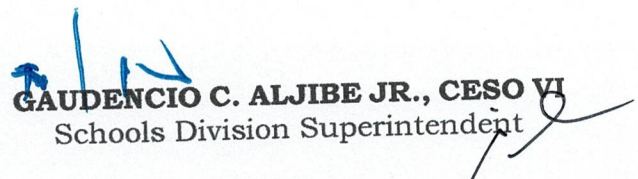
OFFICE MEMORANDUM

No. 04 s. 2025

ORIENTATION-WORKSHOP ON THE IMPLEMENTATION OF THE QUALITY MANAGEMENT SYSTEM (QMS) FOR THE SDO PERSONNEL

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

1. This Office, through the Office of the Schools Division Superintendent, shall hold an Orientation-Workshop on the Implementation of the Quality Management System (QMS) for SDO Personnel on March 20-21, 2025 at Bulwagan ng mga Guro, DepEd Division Office, Catarman, Northern Samar.
2. The orientation aims to: (a) develop a deeper understanding of the Department's goal to institutionalize a National QMS, including the Quality Policy Statement (QPS), QMS Structure, and QMS Team's Terms of Reference; (b) articulate and produce workshop outputs on the processes involved and the documentary requirements needed in the QMS implementation; and (c) appreciate the importance of instituting QMS in the SDO to ensure consistent delivery of quality services.
3. The participants of the activity are the ASDS, CID & SGOD Chiefs, Education Program Supervisors, the ten (10) full-fledged PSDSs, Unit/Section Heads with 2 other staff in every office to include the BAC Secretariat, and all other personnel identified as members of the Division QMS Teams.
4. Please see attached Activity Matrix and DM No. 388-a, s. 2024.
5. Expenses for the snacks of the participants shall be charged to Division MOOE subject to the usual accounting rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


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

DepEd Northern Samar

RELEASED

By: 

Date: MAR 18 2025

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Enclosure No. 1 to Office Memorandum No. 04, s. 2025

**ACTIVITY MATRIX FOR THE ORIENTATION-WORKSHOP ON THE IMPLEMENTATION
OF QUALITY MANAGEMENT SYSTEM AMONG THE SDO PERSONNEL**
March 20-21, 2025, Bulwagan ng mga Guro


Time/Date	Day 1 March 20, 2025	Day 2 March 21, 2025
8:30 – 9:00 AM	Opening Program/Preliminaries	Opening Program/Preliminaries
9:00 – 10:00 AM	Inputs on DO 9, s. 2021 and the QMS Manual <i>ASDS Rey F. Bulawan</i>	Organizing Planning Documents Workshop <i>(SEPS Robert Orias, AO Michelle Caguimbal, SEPS Merlita Fajardo)</i>
10:00 – 11:30 AM	Walkthrough of the DepEd Procedures and Work Instructions Manual (PAWIM) <i>SGOD Chief Noe M. Hermosilla CID Chief Sylvia D. Villanueva</i>	
11:30 – 12:00 NN		Next Steps & Closure

Prepared by:


SYLVIA D. VILLANUEVA
CID Chief ES


NOE M. HERMOSILLA
SGOD Chief ES

Noted:


REY F. BULAWAN, EdD
Assistant Schools Division Superintendent



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

December 18, 2024

DIVISION MEMORANDUM

No. 388-as. 2024

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



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. 388-9 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.