



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OFFICE OF LANA DEL NORTE



May 8, 2024

DIVISION MEMORANDUM
No. **245** , s. 2024

**DESIGNATION OF DIVISION QUALITY MANAGEMENT SYSTEM
CORE TEAM MEMBERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Service/Unit Heads
All Others Concerned

1. In connection with the implementation of National Quality Management System (NQMS) in this Office certifiable to ISO 9001 standards toward consistent, effective, and efficient delivery of basic education services, the following officials/personnel are designated as members of the Division Quality Management System Core Team:

DESIGNATION	NAME	RESPONSIBILITIES
Top Management	Edwin R. Maribojoc, CESO V Schools Division Superintendent Jayvy C. Vegafria OIC- Assistant SDS	<ol style="list-style-type: none">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; and9. Designate the Quality Management Representative (QMR).

Quality Management Representative	Maria Eva S. Edon Chief ES, CID	<ol style="list-style-type: none"> 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 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. Report 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 processes 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; and 11. Act as liaison of the Department with external parties on matters relating to QMS.
Secretariat	Myles M. Sayre Project Development Officer II Jovanny Pangasian Education Program Specialist II Norhaifa D. Ali Administrative Assistant III Ivy T. Madronero Education Program Specialist II Lady Ann L. Cabahug Planning Officer II	<ol style="list-style-type: none"> 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; and 7. Provide feedback and updates on QMS-related matters to the QMR.

DESIGNATION	NAME	RESPONSIBILITIES
Internal Quality Audit Team	Torr Aurelio M. Ardon Accountant III Ivy T. Jumawan Senior Education Program Specialist Rizyl M. Latoja Administrative Officer II Dennis B. Dozano Education Program Supervisor Marife B. Vicoy Education Program Supervisor Angelito D. Barazona Education Program Supervisor Marc Wilson Mabao Administrative Officer II Ervin M. Planas Public Schools District Supervisor	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 requirements 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; and 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.
Risk Management Team	Bridget E. Abalorio Senior Education Program Specialist Beverly M. Daloyon Guidance Counselor Michael Paul M. Posadas Administrative Assistant III Joandale M. Luardo Education Program Specialist II Lorraine Baclayon Project Development Officer I Joselito E. Epe Public Schools District Supervisor	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 actions plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and 6. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCR.
Knowledge Management Team	Jane Charity E. Madronero Education Program Supervisor Lunela A. Buhawe Administrative Officer IV Florderick S. Velarde Division ITO Rowena E. Lontayao Education Program Supervisor	1. Implement and refer to the latest version of the Document Management Procedure, Documents 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,

	<p>Monisa P. Maba Education Program Supervisor</p> <p>Jocelyn R. Camiguing Division Librarian</p> <p>Amelita S. Bagol Public Schools District Supervisor</p>	<p>easy retrieval, and proper disposal of documents;</p> <p>4. Oversee activities related to managing organizational knowledge and setting document management standards; and</p> <p>5. Provide feedback to the QMR on the status of the control documents and records.</p>
Training and Advocacy Team	<p>Jennifer R. Intong Senior Education Program Specialist</p> <p>Lorraine O. Edrea Education Program Supervisor</p> <p>Jovanny Pangasian Education Program Specialist II</p> <p>Audrey A. Fabionar Guidance Counselor</p> <p>Dimple C. Cabasis Project Development Officer II</p> <p>Mary Arlene C. Carbonera Public Schools District Supervisor</p> <p>Fatima P. Asum Public Schools District Supervisor</p>	<p>1. Orient employees and disseminate information on QMS-related matters such as ISO 9001 standards Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;</p> <p>2. Capacitate employees on the development of their Operations Manuals and Planning Documents;</p> <p>3. Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;</p> <p>4. Plan and coordinate effective deployment and efficient use of QMS training and materials;</p> <p>5. Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement; and</p> <p>6. Provide feedback and update to the QMR on the status of QMS related training and awareness.</p>
Quality Workplace Team	<p>Carol R. Balwit Education Program Supervisor</p> <p>Robin L. Tabar Education Program Supervisor</p> <p>Armando B. Pasok Administrative Officer V</p> <p>Norjannah G. Macasimpan Division Engineer</p> <p>Superiano Maglangit Public Schools District Supervisor</p> <p>Rasmila M. Cosain Senior Education Program Specialist</p> <p>Cherrybeth A. Gupit Administrative Officer IV</p>	<p>1. Ensure consistent implementation of Quality Workplace Standards;</p> <p>2. Collaborate with concerned office/personnel to ensure a conducive and safe work/ school environment to improve productivity;</p> <p>3. Monitor and evaluate cleanliness, orderliness, and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately; and</p> <p>4. Provide feedback and updates to the QMR on the status of workplace management.</p>

2. It is expected that designated personnel shall perform the duties and functions required of the designation concurrent to their present positions.
3. The designation entails no additional compensation and benefits except as provided for and allowed by governing laws, rules and regulations.
4. For guidance and compliance.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

DESIGNATION

MANAGEMENT

OFFICE

JCV/DM – Designation of Division Quality Management System Core Team Members
May 8, 2024



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