



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



February 5, 2026

DIVISION MEMORANDUM

No. 089, s. 2026

**TRAINING FOR THE KNOWLEDGE MANAGEMENT TEAM, AUDITORS,
AND AUDITEES FOR THE NATIONAL QUALITY
MANAGEMENT SYSTEM (NQMS)**

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

1. In support of the Department of Education's thrust to strengthen quality assurance mechanisms and to ensure effective implementation of the National Quality Management System (NQMS), this Office shall conduct a Training of the Knowledge Management Team, Auditors, and Auditees for NQMS on **February 16-18, 2026**, at **Hotel Conchita, Cagayan de Oro City**.
2. This training aims to capacitate participants with the necessary knowledge and skills on the NQMS framework, knowledge management processes, and internal quality audit procedures. Specifically, it seeks to:
 - a. enhance understanding of the NQMS principles, requirements, and documented information;
 - b. strengthen the competencies of the Knowledge Management Team in managing, sharing, and sustaining organizational knowledge;
 - c. equip designated auditors with skills in planning, conducting, documenting, and reporting internal quality audits;
 - d. orient auditees on audit protocols, preparation of objective evidence, and addressing nonconformities and opportunities for improvement; and
 - e. promote a culture of quality, compliance, and continuous improvement within the Schools Division.
3. Attached for reference is the list of participants, the training matrix and check-in schedule of the said training.



Address: DepEd-Division of Lanao del Norte, Pigcarangan, Tubod, Lanao del Norte
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4. This activity entitles the participants to compensatory time off (CTO) for schedules that fall on holidays.
5. This **MEMORANDUM SHALL SERVE AS TRAVEL ORDER**. Travel and other incidental expenses are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.


EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent





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Enclosure No. _____ to Division Memo. No. _____, s. 2026

List of Participants
TRAINING FOR THE KNOWLEDGE MANAGEMENT TEAM, AUDITORS,
AND AUDITEES FOR THE NATIONAL QUALITY
MANAGEMENT SYSTEM (NQMS)

No.	Name	Role/Position
1	Edwin R. Maribojoc EdD, CESO V	Schools Division Superintendent
2	Jayvy C. Vegafria PhD, CESE	Assistant Schools Division Superintendent
3	Maria Eva S. Edon	Chief, CID
4	Maria Carmela T. Ablin	SGOD, Chief
5	Armando B. Pasok	AO-V
Quality Management Secretariat		
6	Arlene D. Manginsay	EPS
7	Jovanny M. Pangasian	EPS-II
8	Joandale L. Villajos	EPS-II
Internal Quality Team		
9	Torr Aurelio M. Ardon	Accountant
10	Ivy Jumawan	SEPS
11	Dennis B. Dozano	EPS
12	Wilson Marc R. Mabao	AO IV
Risk Management Team		
13	Bridget E. Abalorio	SEPS
14	Paul Posadas	Personnel Section
15	Angelito D. Barazona	EPS
Knowledge Management Team		
16	Rotsen V. Escorial	EPS
17	Florderick Velarde	ITO
18	Lady Ann Cabahug	Planning Officer III
19	Lunela A. Buhawe	AO IV- Records
Training and Advocacy Team		
20	Jennifer R. Intong	SEPS
21	Dimple G. Cabasis	PDO
22	Audrey D. Fabionar	Guidance Counselor
Quality Workplace		
23	Carol Balwit	EPS
24	Norjannah G. Macasimpan	Engineer



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25	Cherrybeth A. Gupit	AO IV
26	Rasmila M. Cosain	SEPS
Operation Manual		
27	Jane Charity Estrada	EPS
28	Antonieta B. Epe	DIC
29	Rona R. Nacua	DIC
30	Joselito Epe	PSDS
CID Process Owner		
31	Robin L. Tabar	EPS
32	Monisa P. Maba	EPS
33	Lorraine O Edrea	EPS
34	Marifie B. Vicoy	EPS
35	Rowena E. Lontayao	EPS
36	Myles M. Sayre	PDO
SGOD Process Owner		
37	Celia Sobera	Division Dentist
38	Kim Rose Ebol	Nurse
39	Catherine Gay Putis	Nurse
40	Lorraine Baclayon	PDO
41	Phoebe Mapandi	Nurse
OSDS Process Owner		
42	Emily Padayhag	Budget Officer
43	Mae Aisah Pascua	Legal Officer
44	Mariam A. Mapandi	AO V- Cashier
Technical Working Group		
45	Beverly Daloyon	Guidance Counselor
46	Rose Carillo	AO II
47	Sharlene Mae Dingal	AO II
48	Remvioly Aurora	AO II
49	Dayanara Eleni Muscad	AO II



**TRAINING FOR THE KNOWLEDGE MANAGEMENT TEAM, AUDITORS,
AND AUDITEES FOR THE NATIONAL QUALITY
MANAGEMENT SYSTEM (NQMS)**

February 16-18, 2026
Hotel Conchita, Cagayan de Oro City

Time	Day 1- February 16, 2026
7:00-8:00	Registration
8:00-9:00	Opening Program
9:00-11:30	Allan L. Manzaladez Chief Education Supervisor, PPRD Topic 1: Planning Documents and Risk Management
11:30-12:00	Workshop 1
12:00-1:00	Lunch Break
1:00-3:00	Dr. Edith L. Ortega Chief Education Supervisor, FTAD Topic 2: NQMS Audit Process
3:00-3:30	Health Break
3:31-5:00	Workshop 2
Time	Day 2- February 17, 2026
8:00-9:00	MOL
9:00-11:30	Atty. Shirley O. Chatto Chief Administrative Officer, Administrative Division Topic 3: Knowledge Management
11:30-12:00	Workshop 3
12:00-1:00	Lunch Break
1:00-3:00	Ms. Maria Vevilyn A. Cabunoc Librarian II Topic 4: Documented Information Management
3:00-3:30	Health Break
3:31-5:00	Workshop 2
Time	Day 3- February 18, 2026
8:00-9:00	MOL
9:00-10:30	Maria Eva S. Edon, PhD Chief Education Supervisor, CID

	Topic 5: QMR Time: Managing, Monitoring and Improving the NQMS in the Schools Division Office
10:30 - 12:00	JAYVY C. VEGAFRIA, PhD, CESE Assistant Schools Division Superintendent Management Review by the Top Management
12:00-1:00	Lunch Break



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Attachment No. ____ to Division Memo No. ____ s. 2026

CHECK-IN AND MEAL SCHEDULE

MEAL	DAY 0 February 15, 2026	DAY 1 February 16, 2026	DAY 2 February 17, 2026	DAY 3 February 18, 2026
Breakfast		/	/	/
Morning Snacks		/	/	/
Lunch		/	/	/
Afternoon Snacks		/	/	/
Dinner	/	/	/	/



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