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SCHOOLS DIVISION OF DAVAO DEL NORTE

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Office of the Schools Division Superintendent


April 5, 2022

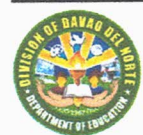
DIVISION MEMORANDUM
No. 466, s. 2022

**COMPOSITION OF QUALITY MANAGEMENT SYSTEM (QMS) TEAMS OF THE
DIVISION OF DAVAO DEL NORTE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
School Heads
Division Section Heads
All Others Concerned

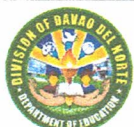
1. In compliance with DepEd Order No. 9, s 2021 titled: **“Institutionalization of a Quality Management System in the Department of Education”**, the Schools Division Office of Davao del Norte establishes the Quality Management System Teams that will serve as focal persons for the different areas of responsibilities based on the said order.
2. The names of the members and their functions are stipulated in the Annex A of this memorandum while the schedule of activities relative to the establishment of QMS is stipulated in Annex B.
3. In the conduct and delivery of Deped Programs, Projects, and Activities (PPAs), the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations. Further, strict health and safety protocols shall also be observed at all times.
4. Immediate dissemination of this memorandum is desired.


DEE D. SILVA, DPA, CESO V
Schools Division Superintendent



Annex A

QMS Team	RESPONSIBILITIES/TERMS OF REFERENCE	COMPOSITION	
Top Management	<p>a. Lead the establishment, implementation and monitoring of the QMS at the SDO,</p> <p>b. Establish, communicate and embody the Quality Policy Statement,</p> <p>c. Ensure effectiveness of the QMS using risk-based thinking and risk management,</p> <p>d. Ensure the quality objectives set are aligned with DepEd’s strategic direction through RPMS;</p> <p>e. Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders,</p> <p>f. Determine and provide necessary resources needed to implement and sustain QMS implementation,</p> <p>g. Lead and conduct the Management Review at least pnce every quarter,</p> <p>h. Ensure that institutional mandates, statutory and regulatory requirements are met, and</p> <p>i. Designate the Quality Management Representative</p>	<p>1. Dee D. Silva, DPA, CESO V</p> <p>2. Rebecca C. Sagot, CESO VI</p>	<p>Schools Division Superintendent</p> <p>Assistant Schools Division Superintendent</p>
Quality Management Representatives (QMRs)	<p>a. Communicate the importance of having a QMS within DepEd,</p> <p>b. Oversee the implementation and take accountability for the effectiveness of the QMS,</p> <p>c. Ensure the conformance of the QMS to the requirements of ISO 9001,</p> <p>d. Ensure the integrity and effectiveness of the QMS,</p> <p>e. Ensure that the Quality Policy Statement (QPS) and DepEd Quality Management System (QMS) targets and objectives are aligned with the content and strategic directions of the Top Management,</p> <p>g. Ensure integration of the QMS requirements into DepEd’s business processes,</p>	<p>1. Rebecca C. Sagot, CESO VI</p> <p>2. Ramel M. Pilo</p> <p>3. Eduard C. Amoguis</p> <p>4. Rosalinda N. Diono</p>	<p>Assistant Schools Division Superintendent</p> <p>Chief Education Supervisor – SGOD</p> <p>Chief Education Supervisor - CID</p> <p>Administrative Officer V</p>



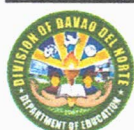
	<p>h. Promote continuous improvement of the QMS and processes of the agency,</p> <p>i. Oversee the operations of the QMS Secretariat including each QMS Team and report to the Top Management, and,</p> <p>j. Oversee the operations of the QMS Secretariat including each QMS Team and report to the Top Management, and,</p> <p>k. Act as liaison of the Department with external parties on matters relating to QMS.</p>		
Quality Management System Secretariat	<p>a. Coordinate effective development and efficient use of human, financial and other physical resources for the QMS,</p> <p>b. Provide technical and administrative support to successfully implement the QMS,</p> <p>c. Coordinate QMS-related activities in their respective offices,</p> <p>d. Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS,</p> <p>e. Facilitate the delivery of specific outputs in line with the QMS,</p> <p>f. Assist the QMR in communicating with external parties on QMS-related matters, and</p> <p>g. Provide feedback and updates on QMS-related matters to the QMR</p>	<p>Team Leader:</p> <p>1. Gay P. Taguiran</p> <p>Members:</p> <p>1. Norhan Jalmaani</p> <p>2. Myra Udi</p> <p>3. Joanna Mari C. Borbon</p> <p>4. Harley Farrah D. Café</p> <p>5. Alberto A. Sumaoy Jr.</p> <p>6. Judy Mae Besonia</p> <p>7. Eldito C. Loquino</p> <p>8. Marvin L. Gozon</p>	<p>SEPS SGOD - HRD</p> <p>Education Program Specialist II Admin. Asst. III Admin. Officer II</p> <p>Admin. Officer II</p> <p>Admin. Asst. III</p> <p>Admin. Aide VI Admin. Asst. II Admin. Asst. II</p>



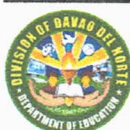
<p>Risk Management Team</p>	<p>a. Implement and refer to the last version of the risk planning guidelines and handling of clients' complaints procedure in the Procedures and Work Instructions Manual,</p> <p>b. Ensure reporting, analysis, monitoring and evaluation of client satisfaction results,</p> <p>c. Provide technical assistance in the accomplishment of the risk and opportunity registry per office,</p> <p>d. Provide feedback and update to the QMR on the status risk assessment and action plans,</p> <p>e. Perform monitoring and oversight function in ensuring the established action plans in the risk and opportunity</p>	<p>Team Leader:</p> <p>1. Dee D. Silva, DPA CESO V</p> <p>Deputy Team Leader:</p> <p>1. Rebecca C. Sagot</p> <p>Members:</p> <p>1. Ramel M. Pilo 2. Eduard C. Amoguis 3. Melanie O. Mandin 4. Neil Edward D. Diaz 5. Mary Kristine C. Sagot 6. April Julie Mae P. Gonzaga</p>	<p>Schools Division Superintendent</p> <p>Assistant Schools Division Superintendent</p> <p>Chief Education Supervisor – SGOD Chief Education Supervisor – CID SEPS – Planning and Research PDO II, Information Officer PDO II, DRRM</p> <p>Admin. Asst. II</p>
<p>Internal Quality Audit Team</p>	<p>a. Implement and refer to the latest version of the Internal Quality Audit Procedures in the Procedures and Work Instructional Manual,</p> <p>b. Undergo training on ISO 19001 (Guidelines for Auditing Management Systems)</p> <p>c. Determine the conformance of the QMS with planned arrangements and the requirements of ISO 9001.</p> <p>d. Determine whether the QMS is effectively implemented and maintained through the conduct of an integral quality audit.</p> <p>e. Keep track of the implementation of the correction and corrective actions to address the opportunities for improvement, potential nonconformities and nonconformities raised during the internal quality audits and,</p> <p>f. 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.</p>	<p>Team Leader:</p> <p>1. Ramel M. Pilo</p> <p>Deputy Team Leader:</p> <p>1. Romela T. Pangandoyon</p> <p>Members :</p> <p>1. Jillian April C. Casal 2. Liezl J. Moquia 3. Evelyn Grace H. Labasan 4. Lyndee M. Sagaral 5. Arnel F. Labasan 6. Lourdes A. Navarro</p>	<p>Chief Education Supervisor- SGOD</p> <p>Education Program Specialist II</p> <p>PDO I Education Program Supervisor Education Program Supervisor Administrative Officer II SEPS Education Program Supervisor</p>



<p>Knowledge Management Team (KMT)</p>	<p>a. Implement and refer to the latest version of the Document Management Procedure, Document Matrix and Organizational Knowledge Matrix in the Procedures and Work Instructional Manual,</p> <p>b. Ensure that the requirements for uploading, maintaining and retaining documented information are established and implemented,</p> <p>c. Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval and proper disposal of documents,</p> <p>d. Oversee activities related to managing organizational knowledge and setting document, management standards, and</p> <p>e. Provide feedback to the QMR on the status of the control documents and records.</p>	<p>Team Leader:</p> <p>1. Eduard C. Amoguis</p> <p>Deputy Team Leader:</p> <p>1. Gloria B. Subong</p> <p>Members:</p> <p>1. Paul A. Arsolon 2. Jayson J. Jumangit 3. Suzanne Marie G. Dacuycoy 4. Neil Edward D. Diaz</p>	<p>Chief Supervisor–CID</p> <p>Education Program Supervisor</p> <p>IT Officer Records Officer Planning Officer</p> <p>Information Officer</p>
<p>Quality Workplace Team</p>	<p>a. Ensure consistent implementation of Quality Workplace Standards,</p> <p>b. Collaborate with concerned office personnel to ensure a conducive and safe work/school environment to improve productivity,</p> <p>c. 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>d. Provide feedback and updates to the QMR on the status of workplace and management.</p>	<p>Team Leader:</p> <p>1. Rosalinda N. Dionio</p> <p>Deputy Team Leader</p> <p>1. Mary Kristine C. Sagot</p> <p>Members:</p> <p>1. Relyn Gallardo 2. Aldrin S. Gevila 3. Elielou P. Jumawan</p>	<p>Administrative Officer V</p> <p>PDO II – DRRM</p> <p>Admini Officer II Supply Officer Division Engineer</p>



<p>Training and Advocacy Team (TAT)</p>	<p>a. Orient employees and disseminate information on MS-related matters such as ISO 9001 standards, Organizational Knowledge, QMS Manual, Procedures, and Work Instructions Manual and Quality Policy</p> <p>b. Capacitate employee on the development of their operations manual and planning documents,</p> <p>c. Develop effective training and advocacy materials to enable successful implementation and sustainability of the QMS,</p> <p>d. Plan and coordinate effective deployment and efficient use of QMS training and materials,</p> <p>e. Develop and disseminate IEC materials to strengthen the awareness on QMS and build a culture of continuous improvement, and</p> <p>f. Provide feedback and update to the QMR on the status of QMS – related training and awareness</p>	<p>Team Leader:</p> <p>1. Eduard C. Amoguis</p> <p>Deputy Team leader:</p> <p>1. Ramel M. Pilo</p> <p>Members:</p> <p>1. Gay P. Taguiran 2. Romela T. Pangandoyon</p> <p>3. Neil Edward D. Diaz</p> <p>4. Danilo Jr. G. Lumayno 5. Paul Arsolon</p>	<p>Chief Supervisor-CID</p> <p>Chief Supervisor-SGOD</p> <p>SEPS-HRTD</p> <p>EPS-II</p> <p>PDO-II, Information Officer EPS-II SMME</p> <p>IT Officer</p>
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Annex B

Date	Activities	Participants
April 12, 2022 10:00-11:30 a.m.	Meet and Greet with the Regional QMS Teams	All members of the Division QMS teams Marilyn Madrazo Emmanuel Alpha sicam Maureen Ava Acuña
April 20, 2022	Virtual orientation and general overview of NQMS and virtual tour to SDO	Marilyn Madrazo Emmanuel Alpha Sicam Danilo Canda Division QMS Teams
April 21, 2022	Virtual Orientation on NQMS and Workshop on Planning Documents	Members of the OSDS
April 25, 2022	Virtual Orientation on NQMS and Workshop on Planning Documents	All members of the SGOD
April 26, 2022	Virtual Orientation on NQMS and Workshop on Planning Documents	All members of CID
April 27, 2022	Virtual Orientation on NQMS and Workshop on Planning Documents	All members of the Administrative Section
May 3, 2022	Virtual Risk Management Seminar/Workshop	All members of the OSDS
May 4, 2022	Virtual Risk Management Seminar/Workshop	All members of the SGOD
May 5, 2022	Virtual Risk Management Seminar/Workshop	All members of the CID
May 6, 2022	Virtual Risk Management Seminar/Workshop	All members of the Administrative Section
May 10, 2022	Virtual Presentation of Risk/Opportunity Register	All SDO Employees
May 17, 2022	Virtual Orientation on Training and Advocacy Procedure	Training and Advocacy Team
May 30, 2022	Virtual Operations Manual Seminar/Workshop	All SDO Employees
May 31, 2022	Virtual Orientation on citizen/Client Satisfaction Feedback Management Procedure	Admin Legal Unit
June 14-15, 2022	Virtual Orientation on Knowledge Management Procedure	Knowledge Management Team
June 24, 2022	Virtual Presentation of Operations Manual	All SDO Employees
July 12-14 July 15	Internal Audit Training (Blended) <ul style="list-style-type: none"> • Virtual presentations (inputs) • Activities (Google Classroom) • Examination (Google Drive) 	IQA Team All SDO Employees
August 9-10, 2022	Actual Internal Audit SDO Davao del Norte (Face to Face)	IQA Team All SDO Employees
	Conduct of Management Review	

