



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

October 23, 2024

DIVISIONAL MEMORANDUM

No. 310, s. 2024

**UPDATED COMPOSITION OF THE QUALITY MANAGEMENT SYSTEM (QMS)
TEAMS IN THE SCHOOLS DIVISION OFFICE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads/Department Heads
All Others Concerned
This Division

1. With reference to DepEd Order No. 009, s. 2021, re: Institutionalization of a Quality Management System in the Department of Education and Regional Memorandum No. 764, s. 2024, this Office hereby disseminate the Updated Composition of the Quality Management System (QMS) Teams in the Schools Division of Ozamiz City. This updated composition aims to ensure that the department's thrust to deliver citizen-centric quality public service are achieved, as follows:

Top Management	Nimfa R. Lago, PhD, CESO VI OIC, Schools Division Superintendent
	Dionesio L. Liwagon, Jr., CESE OIC, Asst. Schools Div. Superintendent
Quality Management Representative	Joel T. Aclao, EdD Public Schools District Supervisor, D9 Curriculum Implementation Division
QMS Secretariat	Anthony P. Marollano SEPS (School Management Monitoring and Evaluation)
	Jeanelei L. Carolino EPS-II (Human Resource Development)
	Samie B. Aso EPS-II (School Management Monitoring and Evaluation)
	<i>Secretary:</i> April Joy G. Bolanio Teresita L. Pagador



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

Internal Quality Audit Team	El June S. Abucay, CESE Planning Officer III
	Fernando D. Sumondong, PhD Public Schools District Supervisor, D10 Curriculum Implementation Division
	Jasmine I. Gaogao, EdD Public Schools District Supervisor, D2 Curriculum Implementation Division
	Giezel C. Gongob Public Schools District Supervisor, D7
	<i>Secretary:</i> Maria Elena L. Guangco Julie G. Pranciliso
Risk Management Team	Rosalyn M. Lato SEPS-Planning and Research
	Atty. Vincent Sheldon A. Zabala Attorney III
	Eulalio S. Rupinta EPS - EsP
	Maricel D. Avila, CPA Accountant III
	Ivy J. Cabual Administrative Officer V- Budget
	Arlene C. Via SEPS-Social Mobilization & Networking
	Selina O. Macas Public Schools District Supervisor, D8
	Roselyn A. Faciol EPS-II (Alternative Learning System)
	Ebenezer Bud L. Bangcong Nurse II
	<i>Secretary:</i> Jene S. Guangco Marry Jane R. Ochate



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

Knowledge Management Team	Anaclea A. Gacasan Chief-ES, Curriculum Implementation Division (CID)
	Rowell C. Villarubia, EdD EPS-Mathematics
	Luisander C. Luy, PhD EPS-EPP/TLE
	Federico B. Araniego, Jr. EPS-English
	Rose Mary R. Abapo, EdD EPS-Filipino
	Jed Mae F. Coronel EPS-Science
	Regie A. Cathedral ITO-I
	Dr. Ernesto M. Anteola Jr. Dentist II
	<i>Secretary:</i> Nine Mar A. Gacasan Kristine P. Pelaez
Training and Advocacy Team	Mary Joy G. Doromal SEPS-Human Resource Development
	May P. Edullantes, EdD EPS-LRMDS
	Angelita M. Maribojoc, EdD EPS-Kindergarten/Reading
	Imelda D. Pongase, EdD EPS-MAPEH
	Milagros Z. Mendoza Public Schools District Supervisor, D4
	Ian Francis C. Veloso, PhD Public Schools District Supervisor, D6
	Menerva M. Barola Public Schools District Supervisor, D5
	Lourben Mae O. Lumasag Nurse II
	Desi O. Aninao PDO II (LRMDS)
<i>Secretary:</i> Abegail M. Yoldan Daisy S. Mamawe	



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

Quality Workplace Team	Dorothy Joy B. Yting Administrative Officer V- Administrative Services
	Johnnel A. Guangco EPS-SGOD
	Engr. Eric Paul M. Catulong Engineer III
	Adda Liza J. Saquin Administrative Officer IV-Personnel
	Arlene L. Tirol Administrative Officer IV-Cash
	Anelyn G. Engracia, EdD Public Schools District Supervisor (D-1)
	Letecia D. Tatoy EPS-Araling Panlipunan
	Salome T. Villa Nurse II
	Mary Jane L. Lomocso EPS-II Alternative Learning System
	Mary Ann Grace J. Manili Librarian II
	<i>Secretary:</i> Claudia Faith B. Navarez Pearl B. Barbadillo

2. The Top Management, QMR representative, QMS Secretariat and members of the different QMS Teams shall have the following responsibilities:

A. Top Management

- a. lead the establishment, implementation, and monitoring of the QMS at their level;
- b. establish, communicate, and embody the Quality Policy Statement
- c. ensure effectiveness of the QMS using risk-based thinking and risk management;
- d. ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS;
- e. communicate the importance of fulfilling the needs and expectations of all clients and stakeholders;
- f. determine and provide necessary resources needed to implement and sustain QMS implementation;
- g. lead and conduct the Management Review (MR) at least every quarter;



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

- h. ensure that constitutional mandates, statutory, and regulatory requirements are met; and
- i. designate the Quality Management Representative (QMR).

B. Quality Management Representative (QMR)

- a. communicate the importance of having a QMS within DepEd;
- b. oversee the implementation and take accountability for the effectiveness of the QMS;
- c. ensure the conformance of the QMS to the requirements of ISO 9001;
- d. ensure the integrity and effectiveness of the QMS;
- e. ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management;
- f. report audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management;
- g. ensure integration of the QMS requirements into DepEd's business processes;
- h. promote continuous improvement of the QMS and processes of the agency;
- i. engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;
- j. oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management; and
- k. act as liaison of the Department with external parties on matters relating to QMS.

C. QMS Secretariat

- a. coordinate effective deployment and efficient use of human, financial and other physical resources for the QMS;
- b. provide technical and administrative support to successfully implement the QMS;
- c. coordinate QMS-related activities in their respective offices;
- d. collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
- e. facilitate the delivery of specific outputs in line with the QMS;
- f. assist the QMR in communicating with external parties on QMS-related matters; and
- g. provide feedback and updates on QMS-related matters to the QMR.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

D. QMS Teams

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; and
- 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 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.

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





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

- 5) risk assessment and action plans;
- 6) perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
- 7) 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; and
- 4) provide feedback and updates to 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; and
- 6) provide feedback and updates to the QMR on the status of QMS related training and awareness.

3. It is understood that this assignment shall be likewise revoked upon further notice from this Office.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph



#PadayonAsensoOzamiz




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

4. The different teams are directed to convene regularly to discuss and finalize the required documents in the different processes and likewise identify areas which need technical assistance from the Regional Office.
5. Further, this Office shall adhere to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. This Office directs the immediate and wide dissemination of this Memorandum to all concerned.


NIMFA R. LAGO, PhD, CESO VI

Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



Reference: DM No. 009, s. 2021 and RM No. 764, s. 2024

Attachment: as stated

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

QUALITY MANAGEMENT SYSTEM

OPERATIONS

ISO 9001 CERTIFICATION

DLL/DM 2024 - Updated Composition of the Quality Management System (QMS) Teams in the Schools Division Office
___ October 23, 2024

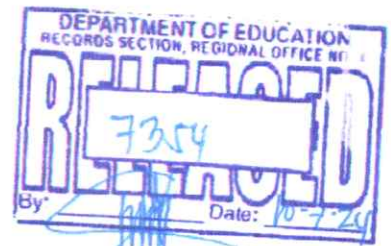


Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



September 30, 2024

REGIONAL MEMORANDUM
No. 0704, s. 2024

TECHNICAL GUIDANCE FOR SCHOOLS DIVISION OFFICES ON THE NATIONAL
QUALITY MANAGEMENT SYSTEM (NQMS) IMPLEMENTATION
AND READINESS ASSESSMENT

To: Assistant Regional Director
Schools Division Superintendents
RO Functional Division Chiefs
Education Program Supervisors/Process Holders
All Others Concerned

1. Following **DepEd Order No. 9 s. 2021** on the **Institutionalization of a Quality Management System (QMS) in the Department of Education** and **Regional Memorandum No. 0164 s. 2024** on the **Orientation to the National Quality Management System (NQMS) for the Schools Division Offices**, this Office announces the conduct of **Technical Guidance for Schools Division Offices on the National Quality Management System (NQMS) Implementation and Readiness Assessment on October 28-31**.
2. This endeavor aims to
 - a. determine the extent of the QMS implementation and resolve issues and concerns based on the QMS Manuals as provided in DepEd Memorandum No. 014, s. 2022; and
 - b. check the conformity of the adapted practices and documentation with reference to ISO 9001:2015.
3. Hence, the Schools Division Offices (SDOs) shall prepare their planning documents, operations manual, and other prescribed documents for appraisal. Further, the following shall be present during the onsite review:
 - a. SDO Top Management;
 - b. Heads of the functional divisions and units;
 - c. QMS Teams; and
 - d. All others concerned
4. A Prework and/or orientation to the tasks of all those involved will be conducted on October 22. Charged to local funds, lunch and two snacks will be served, subject to the established accounting and auditing rules and regulations.
5. Travel and other allowable expenses, including board and lodging of all those involved in this undertaking, shall be charged to local funds, subject to the established accounting and auditing rules and regulations.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137




6. The following is the program design for reference:

Time	Day 0	Day 1	Day 2
8:00-9:00 a.m.	Travel Time	Management Processes	Closing Program Travel Back Home
9:00-10:45 a.m.		<ul style="list-style-type: none"> Quality Management Representative (QMR) QMS Teams Office of the Schools Division Superintendent (OSDS) Planning Officer 	
10:00-10:15 a.m.		Health Break	
10:16-10:45 a.m.		Core Processes	
10:46 a.m.-12:00 p.m.		<ul style="list-style-type: none"> Curriculum Implementation Division (CID) 	
12:00-1:00 p.m.	Lunch		
1:01-2:00 p.m.	Courtesy Call to SDO Top Management	Support Services	
2:01-3:00 p.m.	Opening Program	<ul style="list-style-type: none"> School Governance and Operations Division (SGOD) 	
3:01-4:00 p.m.		Consolidation of Results and Findings	
4:01-5:00 p.m.			

7. All consolidated reports on the results and findings per division must be submitted to the Lead IQA Team on or before November 4.

8. Attached are the List of NQMS Processes for Schools Division Offices and the List of Deputized IQA Teams per Division for reference.

9. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

ATCH.: As stated.
To be indicated in the Perpetual Index under the following subjects:

ACCREDITATION MONITORING AND EVALUATION

RE: Technical Guidance for Schools Division Offices on the National Quality Management System (NQMS) Implementation and Readiness Assessment on October 28-30

QMR/eblor

**TECHNICAL GUIDANCE FOR SCHOOLS DIVISION OFFICES ON THE NATIONAL
QUALITY MANAGEMENT SYSTEM (NQMS) IMPLEMENTATION
AND READINESS ASSESSMENT**

LIST OF NQMS PROCESSES FOR SDOS

Classification		Processes		Sub-Processes	Process Holder/Owner
	No.		No.		
Management	3	Plan formulation	3	Strategic Planning	DEXECOM with the Division Planning Team
				Medium Term Planning	
					Operational Planning
		Policy Development	2	Policy Implementation	DEXECOM; Functional Divisions
				Policy Review	
		Performance Monitoring & Evaluation	5	Management Meetings:	
				a. EXECOM	DEXECOM
				b. MANCOM	Division MANCOM
				c. Management Review	Top Management, Functional Division Chiefs & QMS Core Team Leads
				Program/Project Implementation Review	DEXECOM including Program coordinators/focal persons/implementers/owners
				Office and Staff Performance and	DEXECOM; Performance

				Monitoring Appraisal	Management Team
				Education Statistics Monitoring	SGOD
				Monitoring of Citizen/Client Satisfaction Survey	OSDS/Administrative Office; Designated Information Officer; Risk Management Team
Core	4	Learning Delivery Management and Development	1	Instructional Supervision & Management	CID
		Learning Resource Management and Development	2	Development of Contextualized Learning	CID
				Management of Quality Assurance of Learning	CID
		Education Assessment and Research	6	Design & Development of Assessment Framework, Programs & Tools/Instrument	CID; SGOD-SMME
				Assessment Operation	CID; SGOD-SMME
				Data Analysis & Interpretation	CID
				Development of Education Research Framework	CID
				Conduct of Research	CID
				Utilization of research data & information	CID
		Learning/Professional Development & Management for teachers & School Leader	4	Design & development of Learning/PD Standards & Programs/courses	SGOD

				Management of Learning/PD Programs	SGOD
				Quality Assurance of Learning/PD Programs	SGOD
				M&E of Learning/PD Programs	SGOD
Support	18	Asset Management	3	Acquisition of tangible & intangible assets	Property & Supply Unit
				Asset Disposition	Property & Supply Unit
				Asset Utilization & Inventory	Property & Supply Unit
		Data Information Management	3	Data Dissemination	SGOD-Planning & Research Section
				Data Management	SGOD-Planning & Research Section
				Management of Information system	SGOD-Planning & Research Section
		Disaster Risk Reduction & Management	7	Contingency Planning, Formulation, and Enhancement	SGOD-Social Mobilization & Networking
				DRRM Information System and Research	SGOD-Social Mobilization & Networking
				IEC and Advocacy for Resilience	SGOD-Social Mobilization & Networking
				Learning Continuity and Resilience Interventions	SGOD-Social Mobilization & Networking
				Monitoring and Evaluation of Comprehensive School Safety (CSS)	SGOD-Social Mobilization & Networking

				Provident Fund Management	Accounting Unit
				Systems Improvement and Administrative Service (EFRs) , Budget Monitoring (BMS), and Online Cash - In Bank Register	Accounting Unit
		General Services	5	Clinic Management	SGOD-School Health Section
				Facilities Management	Administrative Unit
				Housckceping and Ground Maintenance	Administrative Unit
				Security Services	Administrative Unit
				Transportation Service and Vehicle Maintenance	Administrative Unit
		Human Resource Management and Development	10	Compensation and Benefits	Personnel Unit; Finance Unit
				Employee Relations	Personnel Unit
				Employee's Welfare	SGOD-human Resource Development Section
				Leave Management	Personnel Unit
				Personnel Inventory	Personnel Unit
				Personnel Performance Management	SGOD-human Resource Development Section; Personnel Unit
				Personnel Records Management	Personnel Unit
				Professional Development /	SGOD-human Resource

				Learning and Development	Development Section
				Recruitment Selection, Placement, and Induction	SGOD-human Resource Development Section; Personnel Unit
				Rewards and Recognition	SGOD-human Resource Development Section
		ICT Management	3	Management of ICT Solutions	ICT Unit
				Management of Technology Infrastructure	ICT Unit
				User-Support /Help Desk	ICT Unit
		Infrastructure Management	3	Management of Construction, Repair, Rehabilitation, and Maintenance of Education Facilities	SGOD-Education Facilities Section
				Evaluation/Assessment of Construction, Repair, Rehabilitation, and Maintenance of Education Facilities	SGOD-Education Facilities Section
				Inspection/Validation of Accomplishment of BEFF Projects	SGOD Education Facilities Section
		Learner Support Management (Health, Sports and Youth Formation)	1	Program Management	SGOD
		Legal Management	5	Assistance to the Office of the Solicitor General in Pending Cases Involving DepEd	School Division Superintendent: Legal Unit or Legal Officer Designate

				Development and Implementation of DepEd Child Protection Programs	Legal Unit or Legal Officer Designate; SGOD
				Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching, and Non-Teaching Personnel	Legal Unit; Legal Officer; Fact Finding/Preliminary Investigation Committee; Formal Investigation Committee; SDS
				Legal Review of Proposed DepEd Policies/Issuances, Agreements, and Other Legal Documents	Legal Unit or Legal Officer Designate
				Sites Titling and Oversight of DepEd School Sites	SDS; Legal Unit or Legal Officer Designate; SGOD
		Organizational Development	1	Organization Management	SGOD
		Private Education Regulations and Development	4	Evaluation of applications for the Grant of Permits	SGOD
				Evaluation of Applications of Special Orders	SGOD
				Endorsement of Notice of Voluntary	SGOD
				Validation & Evaluation of Application of Tuition and Other Fees Increase, No Increase and Proposed New Fees of Private Schools	SGOD

		Research Management	4	Setting the research agenda	SGOD-Planning & Research Section
				Call for Proposal and Proposal Evaluation	SDRC
				Implementation and Monitoring	SGOD-Planning & Research Section
				Dissemination of Research Results	SGOD-Planning & Research Section
				Archiving	SGOD-Planning & Research Section

TECHNICAL GUIDANCE FOR SCHOOLS DIVISION OFFICES ON THE NATIONAL
QUALITY MANAGEMENT SYSTEM (NQMS) IMPLEMENTATION
AND READINESS ASSESSMENT

List of Deputized IQA Teams per Clustered SDO

Clustered Schools Division Offices	Deputized IQA Teams
Cagayan de Oro City El Salvador City	Edith L. Ortega- <i>Team Leader</i> Ana Belen Muring - <i>Auditor</i> Jennelyn Quilao- <i>Secretariat</i>
Misamis Oriental Camiguin	Atty. Candice Zenia R. Razon - <i>Team Leader</i> Emeral Cabigas - <i>Auditor</i> Maria (Salome) Marisa M. Manlapig - <i>Secretariat</i>
Lanao del Norte Iligan City	Reinante Noel Pelagio- <i>Team Leader</i> Carlos Llamas - <i>Auditor</i> Gina Labitad – <i>Secretariat</i>
Valencia City Malababay City	Enerio E. Ebisa - <i>Team Leader</i> Engr. Fels Trompeta - <i>Auditor</i> Shelly Lim - <i>Secretariat</i>
Tangub City Ozamiz City	Rogelio C. Evangelista - <i>Team Leader</i> Minerva Gabule - <i>Auditor</i> Armand Agustin - <i>Secretariat</i>
Misamis Occidental Oroquieta City	Mary Ann D. Neri- <i>Team Leader</i> Fatima Villaremo - <i>Auditor</i> Anna Mae Dresser - <i>Secretariat</i>
Gingoog City Bukidnon	Allan Mansaladez - <i>Team Leader</i> Lita F. Base - <i>Auditor</i> Dave Tan - <i>Secretariat</i>




Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

Doc. Ref. Code	RD-CMO-AR13	Date	21
Effectivity	06.22.24	Page	1 of 1



Prepared by:


DR. EDITH L. ORTEGA
Chief, FTAD
Lead IQA Team / Secretariat

Recommended by:


ATTY. SHIRLEY O. CHATTO
Chief, ASD
Quality Management Representative

Approved by:


DR. ARTURO B. BAYOCOT, CESO III
Regional Director