



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

January 20, 2025

DIVISIONAL MEMORANDUM

No. 026, s. 2025

**RECONSTITUTION 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 reconstitutes 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	May P. Edullantes, EdD Education Program Supervisor, LRMS Curriculum Implementation Division
QMS Secretariat	Anthony P. Marollano SEPS (School Management Monitoring and Evaluation) <i>Team Leader</i>
	Jeanelei L. Carolino EPS-II (Human Resource Development)
	April Joy G. Bolanio Administrative Officer IV, Records
	Samie B. Aso EPS-II (School Management Monitoring and Evaluation)
	<i>Secretary:</i> Teresita L. Pagador



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Internal Quality Audit Team	Ell June S. Abucay, CESE Planning Officer III <i>Team Leader</i>
	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 <i>Team Leader</i>
	Atty. Charyljoy C. Navarez Designate 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



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Knowledge Management Team	Luisander C. Luy, PhD EPS-EPP/TLE <i>Team Leader</i>
	Anacleta A. Gacasan Chief-ES, Curriculum Implementation Division (CID) <i>Alternate Team Leader</i>
	Rowell C. Villarubia, EdD EPS-Mathematics
	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 <i>Team Leader</i>
	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



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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;



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- 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.



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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



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- 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; and
 - 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; 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.



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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 2025 - Reconstitution of the Quality Management System (QMS) Teams in the Schools Division Office
____ January 20, 2025



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