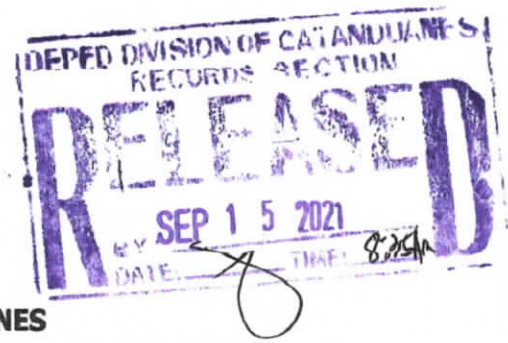




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



September 13, 2021

DIVISION MEMORANDUM
No. 402s. 2021

**ESTABLISHMENT OF QUALITY MANAGEMENT SYSTEM (QMS) IN THE SCHOOLS
DIVISION OFFICE OF CATANDUANES**

To: Assistant Schools Division Superintendent
Chiefs, CID&SGOD
Elementary and Secondary School Heads
OSDS Office/Section Heads
All Others Concerned

1. Pursuant to Executive Order No. 605, s. 2007 titled **Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program (GQMP)** that serves as the basis of DepEd Order No. 009, s. 2021 titled **Institutionalization of a Quality Management System (QMS) in the Department of Education**, this division is establishing the QMS starting this third quarter of 2021.
2. This system shall ensure consistency in the delivery of quality services and shall enable the alignment, streamlining, and standardization of processes within and across the different governance levels, thereby enhancing and sustaining client satisfaction.
3. In this connection, a series of orientation activities and sessions shall be conducted starting September 2021 under the tutelage of Dr. Joan L. Lagata, Lead Auditor, and Dr. Evangeline A. Saculo, Chief, Field Technical Assistance Division (FTAD) DepEd Regional Office V.
4. The following are the initial schedules at a venue to be announced later:
September 27, 2021 – Quality Management System Orientation
September 28-October 1 – Workshop 1: Getting Started with the Quality Management System Implementation
5. The SGOD-HRD shall be the overall in-charge of the orientation workshop in coordination with the Office of the Assistant Schools Division Superintendent.
6. The complete ISO 9011:2015 Implementation design, the QMS Teams and their responsibilities are found in Enclosure Nos. 1 and 2.
7. Work done as a member of a QMS Team may be included as one of the objectives in a Key Result Area (KRA) related to any of the following: continuous improvement, office management, or in the Plus Factor as provided for in the latest Results-Based Performance Management System (RPMS) guidelines, the percentage of which should not exceed the weight assigned for the highest mandated KRA of the office.



8. All officials and employees, including the school officials, are directed to have a copy of DepEd Order No. 009, s. 2021 and acquaint themselves with the provisions of the order for common understanding of the establishment of QMS in this division.
9. The schools are also encouraged to start streamlining their processes in preparation for the establishment of the QMS in schools.
10. For the pilot establishment of QMS in schools, the following are the schools and participants who will join the orientation on September 27-October 1:

| School | Name of Participants |
|---|--|
| Catanduanes National High School | Amelia Eusebio, Principal III Jose Roy S. Aguilar, Head Teacher VI Carol P. Gil, Master Teacher I/OIC, Assistant Principal II |
| San Andres Vocational School | Maybelle V. Rubio, Principal II Allan M. Benoyo, Master Teacher I John Dewey B. Chavez, Teacher III |
| Virac Pilot Elementary School | Marisol T. Lim, Principal II Myrin J. Aguilar, Master Teacher II Thielen C. Go, Master Teacher II |
| Juan M. Alberto Memorial Elementary School | Fe B. Mendoza, Principal II Marita T. Tabuzo, Master Teacher II Glady Glaiz Jimenez, Teacher III |

11. Participants in the 5-day orientation shall bring a copy of DepEd Order No. 009, s. 2021, laptop (at least one per team), any document related to QMS such as Citizen's Charter, OPCR, Process Flow, Procedural Manual and other documents of the respective office/section/unit.
12. Expenses relative to the conduct of the series of activities, including the travel expenses of the RO V's Lead Auditor and Technical Assist and team shall be charged against the division MOOE for SDO-based participants and school MOOE for school-based participants, subject to the usual accounting and auditing rules and regulations.
13. Immediate and widest dissemination of this Memorandum is desired.

SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encls: as stated

To be indicated in the Perpetual Index under the following subjects:
Quality Management System Schools

SSC/ DM

0002/Establishment of Quality Management System (QMS) In the Schools Division Office of Catanduanes / September 13, 2020