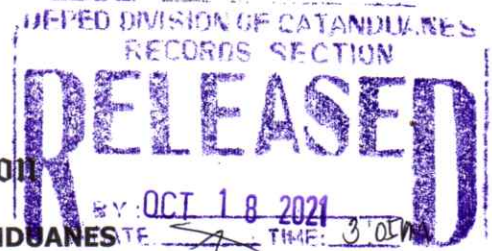




Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



October 18, 2021

DIVISION MEMORANDUM
No. 468 s. 2021

**ESTABLISHMENT OF QUALITY MANAGEMENT SYSTEM (QMS) IN THE SCHOOLS
DIVISION OFFICE OF CATANDUANES (Phase 2)**

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, the second phase of the QMS activities and sessions shall be conducted on **October 19-22, 2021 at E-Crown Hotel and Resort, San Vicente, Virac, Catanduanes** 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
October 19-20, 2021 – Workshop 1: Formulating the Quality Management System Processes (Dr. Evangeline A. Saculo)
October 19-20, 2021 – Workshop 2 : Training for Internal Quality Auditors (Dr. Joan Lagata)
October 21, 2021- Workshop 3: Establishing the Context of the Organization and Action Planning for Risks and Opportunities (Dr. Joan Lagata)
October 22, 2021 – Workshop 4: Training for Knowledge Management Team Members (Dr. Joan Lagata)



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes

5. For the pilot establishment of QMS in schools, the following are the schools and participants who will join the Phase 2 virtually October 19-22, 2021:

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

6. Attached as enclosures are the list of participants per workshop and the training design.

7. Expenses relative to the conduct of the series of activities, including the travel expenses of the ROV'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.

8. 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/October 18, 2021

**QUALITY MANAGEMENT SYSTEM THROUGH ISO 9011:2015 IMPLEMENTATION
CATANDUANES DIVISION
OCTOBER 19-22, 2021**

DATE	WORKSHOP	PARTICIPANTS		
		OSDS	CID	SGOD
October 19-20, 2021	Workshop 1 Risk Management Team Members (Unit/Office Head + 1 more personnel)	Eva S. Tolentino + 1 Pax Marichelle B.Llave+1Pax Linda Icaranom, Glenn Camacho Cristina Barrameda+1 Pax Ma. Cielo Tubale + 2 Pax Angelo James Aguinalde+ 3 Pax Atty. Chilzia Rojas Liza Bernardo+ 1 Pax Jennifer Metica +1 Pax Mario Arcilla Roderick Geromo	Elias Abundo Cynthia Soneja Jesslyn Taway Jogene San Juan	Mary Jean Romero Aroline Borja Sarah Chiong Achilles Alberto Amylou Celso Adel Idanan Marife Briquillo Ma. Audrea Vivo Engr. Rodger Matienzo Anjo Tugay Rey Bonayon Elizabeth Urbano Rosario Vigem Erma Pampanga Jennifer Casallo Myla Cordial
	Workshop 2 Internal Quality Auditors	Angelo James Aguinalde Ma. Cielo Tubale Marichelle Llave Cristina Barrameda	Jezahel Omadto Frankie Turalde Joselito Ruiz Miguelito Rodriguez Gina Templonuevo	Dr. Kristine G. Santelices Emiline Francia Abрасaldo Sarah Chiong Imaculate Latore Elizabeth Urbano
October 21, 2021	Workshop 3 Top Management & Unit/ Office Heads	Eva Tolentino Marichelle Llave Ma. Cielo Tubale Jennifer Metica Atty. Chilzia Rojas Angelo James Aguinalde Cristina Barrameda Liza Bernardo Jean Flor Cestina Helen Soledad Mark Tabo	Romel Petajen Cynthia Soneja Jesslyn Taway	Mary Jean Romero Aroline Borja Elizabeth Urbano Anjo Tugay Rey Bonayon Sarah Chiong Dr. Kristine G. Santelices Marife Brequillo
October 22, 2021	Workshop 4 Knowledge Management Members	Angelo James Aguinalde Ma. Cielo Tubale Cristina Barrameda Jennifer Metica	Gina Pantino Nelson Sicio Amelia Cabrera	Mary Jean Romero Aroline Borja Rey Bonayon

**QUALITY MANAGEMENT SYSTEM THROUGH ISO 9011:2015 IMPLEMENTATION
CATANDUANES DIVISION
OCTOBER 19-22, 2021
TRAINING DESIGN**

ACTIVITY	TRAINER/ FACILITATOR	OBJECTIVES	EXPECTED PARTICIPANTS	NUMBER OF DAYS	INCLUSIVE DATES	EXPECTED OUTPUT
Workshop 1 Formulating the Quality Management system Processes	Evangeline Saculo	1.To determine tasks that require procedures 2.To identify inputs required and expected outputs 3.Formulate procedures (processes) with focus on sequence and interaction	Risk Management Team Members (Unit/Office Head + 1 more personnel) 21+21= 42 pax	2	October 19- 20, 2021	QMS Processes per functional division
Workshop 2 Training for Internal Quality Auditors	Joan Lagata	1.To acquaint internal quality auditors of their tasks 2.To equip internal quality auditors with appropriate knowledge, skills and attitude that will allow them to efficiently perform their tasks	Internal Quality Auditors 15 personnel + Lead Auditor (with representative from 3 functional divisions) 16 pax	2	October 19- 20, 2021	Commitment & Skills acquisition Corrective Action Request Form (CARF) Internal Audit Plan Writing Audit Findings
Workshop 3 Establishing the Context of the Organization and Action Planning for Risks and Opportunities	Joan Lagata	1.To formulate quality objectives, internal and external issues, interested parties and their needs and expectations 2.Identify risks and opportunities, conduct risk assessment, monitoring and measurement , analysis and evaluation and action planning	Top Management & Unit/Office Heads 22 pax	1	October 21, 2021	Context of the Organization and Action Planning for Risks and Opportunities per functional division
Workshop 4 Training for Knowledge Management Team Members	Joan Lagata	1.To acquaint KMT members with their tasks 2.To equip KMT members with appropriate knowledge, skills and attitude that will propel them to manage the documented information in their respective Offices which should be maintained and retained according to the QMS standards	Knowledge Management Team Members 10 pax (with representative from the 3 functional divisions)	1	October 22, 2021	Masterlist of retained documented information Transmittal Logs Masterlist of all external documents received Record of obsolete documents

						Documents containing internal communications Records of non-conformity/opportunities for improvement and actions taken
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Prepared by:

(SGD) JOAN L. LAGATA
Lead Auditor, DepEd Regional Office V