



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 29 S. 2024

TO: OIC Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Public Schools District Supervisors & Principals In-Charge for the Districts
Administrative Officer V
Accountant III
Budget Officer III
All Internal Auditors
All Process Owners
This Division

SUBJECT: Orientation on the Quality Management System (QMS) for the Schools
Division Office

Date : January 15, 2024

Relative to Regional Memorandum 013 s. 2024 titled Orientation on the Quality Management System (QMS) for the Schools Division Offices of Region IX, this office shall participate on the Online Orientation on the Quality Management System (QMS) for Schools Division Offices (SDOs) on January 18-19, 2024 9:00 am to 4:00 pm via Microsoft Team platform.

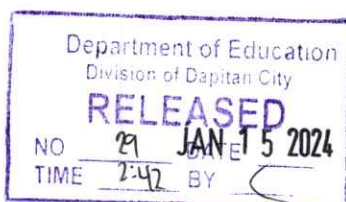
Participants of the said orientation are the Chief education Supervisors of the SGOD & CID, all Education Program Supervisors, Public Schools District Supervisors, Principals In-Charge for the Districts, Quality Assurance Head, Lead Auditor, Internal Auditors, Document Controller, Records In-Charge per unit/section and all Process Owners.

All participants are advised to gather at the Division Conference Hall during the said activity. Section heads are advised to monitor the attendance of the participants of their respective units/sections.

Attached is the list of process owners per unit/section.

Immediate dissemination of this memorandum is desired.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent



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QMS LIST OF PROCESSES AND PROCESS OWNERS
As of January 2024

PROCESS OWNER	PROCESS	DIVISION/ AREA/ CODE
Geordito T. Olario	Maintenance Of SDO Facilities& Premises	OSDS-GENERAL SERVICES/OSDS-ADM-GEN-PO1
Jidelle G. Garcia	Procurement & Acquisition: Delivery, Inspection & Acceptance; Custodianship & Disposal	OSDS-SUPPLY/OSDS-ADM-SUP-P01
Amythyst Faith O. Diao	Recruitment, Selection & Promotion	OSDS-PERSONNEL/OSDS-ADM-PER-P01
Amythyst Faith O. Diao	Personnel Information System	OSDS-PERSONNEL/OSDS-ADM-PER-P02
Amythyst Faith O. Diao	Salary Administration	OSDS-PERSONNEL/OSDS-ADM-PER-P03
Amythyst Faith O. Diao	Personnel Action	OSDS-PERSONNEL/OSDS-ADM-PER-P04
Cheynee Gayle Eguia	Audit Observation Memorandum Compliance	OSDS-ACCOUNTING/OSDS-FIN-ACC-P01
Rosa Belinda P. Gemperoso	Provision of Budget Management & Services	OSDS-BUDGET/OSDS-FIN-BUD-P01
Nancy T. Tendero	Cash/Check Collection, Deposit & Disbursement	OSDS-CASH/OSDS-ADM-CASH-P01
Jesusa Mari Acopiado	Maintenance of Complete Set of Books of Accounts & Preparation of General Purpose, Financial Statements & Report	OSDS-ACCOUNTING/OSDS-FIN-ACC-P03
Cynthia O. Dalman	Records Management System	OSDS-RECORDS/OSDS-ADM-REC-P01
Cynthia O. Dalman / Anthon John S. Soriano	Management of Customer Satisfaction and Feedback Survey	OSDS-GEN ADMIN/OSDS-ADM-CSS-P01
Lourence A. Reyes	Provision of Technical Assistance in Managing ICT Solutions & Services	OSDS-ITO/OSDS-IT-P01
Cynthia O. Dalman	Provision of Records Management Administrative Support & Frontline Services	OSDS-RECORDS/OSDS-ADM-ADA-P01
Jesusza Mari B. Acopiado	Disbursement Claim Process	OSDS-ACCOUNTING/OSDS-FIN-ACC-P02
Jean S. Baguinat	Preparation of Bank Reconciliation Reports of MDS and Special & Special Fund Accounts	OSDS-ACCOUNTING/OSDS-FIN-ACC-P04
Alona Antavo-Sulangon District Cheynee Gayle Eguia-Barcelona District Jean Baguinat- Potungan District, Ricky Pino-Central District Claudine Acorin/Katherine S. Balladares- Baylimango District	Liquidation Report of School MOOE Cash Advances	OSDS-ACCOUNTING/OSDS-FIN-ACC-P05
SDS,ASDS, Section Chiefs	Office of the SDS/Office of the ASDS	OSDS-Top Management



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All EPS involve in ALP	Assessment of Learning Process	CID-ALL EPS/CID-P02
All EPS involve in IMP	Instructional Management Process	CID-ALL EPS/CID-P01
Edna C. Quimiguing	Literacy Mapping, Interventions and Assessment Process	CID-ALS/CID-P03
Jephone P. Yorong	Provision of Technical Assistance in the Development / Production, Quality Assurance, Storage and Distribution of Learning Resources Materials Process	CID-LRMDS/CID-P04
Nueva A. Andag	Implementation of School Monitoring & Evaluation Process	SGOD-SMME/SGOD-SMME-P01
Johann Andrei A. Ladera	Community Level Linkages and Partnerships Process	SGOD-SMN/SGOD-SMN-P01
Danilo A. Santiago	Youth Formation Program Management & Implementation Process	SGOD-YFD/SGOD-YFD-P01
Anthon John S. Sariano	Education Planning and Data Management System	SGOD-PLANNING/SGOD-PR-P01
Vicente Ramon V. Suarez II	Research Management & Provision of Technical Support	SGOD-RESEARCH/SGOD-PR-P02
Michelle V. Torres	Training of Teaching & Non-Teaching Personnel	SGOD-HRD/SGOD-HRD-P01
Michelle V. Torres	Establishment and Management of Rewards and Recognition System	SGOD-HRD/SGOD-HRD-P02
Glenn E. Mohametano	Implementation of Dental Health Program	SGOD-MEDICAL/DENTAL/SGOD-SHN-P01
Gwilym C. Elumba	Delivery of Health & Nutrition Program Services	SGOD-HEALTH & NUTRITION/SGOD-SHN-P02
Jonathan D. Reluya	Implementation of Disaster Risk Reduction Management	SGOD-DRRM/SGOD-DRRM-P01
Engr. Anjie Rabe	Inspection & Validation of School Buildings for Demolition/Repair & School Site for New Construction of School Buildings & Learning Centers	SGOD-PHYSICAL FACILITIES & REPAIR/SGOD-EFS-P01
Engr. Anjie Rabe	Provision of Technical Assistance on Procurement of Infrastructure Project and Furniture	SGOD-PHYSICAL FACILITIES & REPAIR/SGOD-EFS-P02
Engr. Anjie Rabe	Implementation of Repair/Rehabilitation/ and/or Construction of classrooms Under BEEF	SGOD-PHYSICAL FACILITIES & REPAIR/SGOD-EFS-P03
Sherlito E. Sagapsapan	Management Review	QAD-MR/QA-MR-P01
Nueva A. Andag	Internal Quality Audit	QAD-IQA/QA-IQA-P01






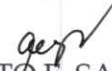
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Nueva A. Andag	Control of non-conformity & Corrective Action	QAD-RNC/QA-NC-P01
Johann Adrei A. Ladera	Control of Documented Information	QAD-CONTROL OF DOCUMENTS/QA-DC-P01
Sherlito E. Sagapsapan	Control of Process	QAD-Control of Process/QA-CP-P01

Prepared by :


NUEVA A. ANDAG
SEPS-SMME
Internal Lead Auditor

Reviewed by:


SHERLITO E. SAGAPSAPAN
CES-SGOD
Quality Assurance Head

Approved by:


DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent

