



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

October 16, 2024

DIVISION MEMORANDUM

No. 59, s. 2024

RECONSTITUTION OF THE COMPOSITION OF THE DEPED-SCHOOLS DIVISION OF DAPITAN CITY QUALITY MANAGEMENT SYSTEM (QMS) STRUCTURE/TEAMS

TO: **Assistant Schools Division Superintendent**
Chief Education Supervisors (SGOD& CID)
Administrative Officer V (Administrative Services)
Administrative Officer V (Budget)
Accountant III
SDO Personnel
 This Division

- Pursuant to DepEd Order No. 009, s. 2021 titled, Institutionalization of a Quality Management System in the Department of Education, the Quality Management System Structure of the Department of Education-Schools Division of Dapitan City is hereby reconstituted with the following functions, to wit:

Top Management

Felix Romy A. Triambulo, CESO V
 Schools Division Superintendent

- Lead the establishment, implementation and monitoring of the QMS at their level;
- Establish, communicate and embody the Quality Policy Statement;
- Ensure the effectiveness of the QMS using risk-based thinking and risk management
- Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS
- Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders;
- Determine and provide necessary resources needed to implement and sustain QMS implementation
- Lead and conduct the Management Review (MR) at least every quarter
- Ensure that constitutional mandates, statutory and regulatory requirements are met; and
- Designate the Quality Management Representative (QMR)

Department of Education
 Division of Dapitan City
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 TIME 12:03 BY _____



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<p>Quality Management Representative (QMR)</p> <p>Aurelio A. Santisas, CESE OIC, Office of the ASDS</p>	<ul style="list-style-type: none">• Communicate the importance of having a QMS within DepEd• Oversee the implementation and take accountability for the effectiveness of the QMS;• Ensure the conformance of the QMS to the requirement of ISO 9001• Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management• Report audit results, identified targets, opportunities for improvement and other QMS-related matters to the Top Management• Ensure integration of the QMS requirements into DepEd's business processes• Promote continuous improvement of the QMS and processes of the agency;• Engage, direct and support QMS Teams and its members to contribute to the effectiveness of the QMS;• Oversee the operations of the QMS Secretariat including each QMS Team and report to the Top Management; and• Act as liaison of the schools division with external parties on matters relating to QMS
<p>QMS Secretariat</p> <p>Lead: Dr. Bobbie E. Gurabot EP Supervisor</p> <p>Members: Helen T. Calaguian EP Supervisor (CID)</p> <p>Joy I. Cagbabanua PSDS</p> <p>Cristina Z. Villoria Principal In-Charge of the District</p> <p>EsP Supervisor (CID)</p> <p>Rosa Belinda P. Gemperoso AO IV (Budget)</p>	<ul style="list-style-type: none">• Coordinate with and report to the QMR;• Coordinate effective deployment and efficient use of human, financial and other physical resources for the QMS;• Provide technical and administrative support to successfully implement the QMS;• Coordinate with and assist the QMS Teams in their efforts for continuous improvement of the QMS;• Facilitate the delivery of specific outputs in line with the QMS;• Assist QMR in communicating with external parties on QMS-related matters; and• Provide feedback and updates on QMS-related matters to the QMR.



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<p>Internal Quality Audit Team</p> <p>Lead: Nueva A. Andag SEPS (SMME)</p> <p>Members: All Internal Quality Auditors Vicente Ramon V. Suarez II Jerry M. Perong Jephone P. Yorong Ma. Perga A. Cadiente Anthon John S. Soriano Nancy F. Tangcalagan Cynthia O. Dalman Amythyst Faith O. Diao Sherlito E. Sagapsapan</p>	<ul style="list-style-type: none">• Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;• Undergo training on ISO 19011 (Guidelines for Auditing Management System);• Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;• Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit• 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• Provide the findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as input to the Management Review
<p>Risk Management Team</p> <p>Lead: Anthon John S. Soriano Planning Officer III (SGOD)</p> <p>Members: Dr. Esmeralda A. Bagaipo EP Supervisor (CID)</p> <p>Germanico C. Malacat EP Supervisor (CID)</p> <p>Jose C. Overa Principal In-Charge of the District</p> <p>Nancy F. Tangcalagan AO IV (Cash)</p> <p>Jonathan D. Reluya PDO II (DRRM)</p> <p>Gwilym C. Elumba Nurse II</p>	<ul style="list-style-type: none">• Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;• Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;• Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;• Provide feedback and update to the QMR on the status of risk assessment and action plans;• Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as schedules; and• Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf





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<p>Quality Workplace Team</p> <p>Lead: Geordito T. Olario AO V (Administrative Services)</p> <p>Members: Jerry M. Perong EP Supervisor (CID)</p> <p>Dr. Luna Luz B. Racho EP Supervisor (CID)</p> <p>Jimmy B. Gahuman PSDS</p> <p>Olga P. Miranda, CPA Accountant III</p> <p>Jidelle G. Garcia AO IV (Supply)</p> <p>Danilo M. Santiago PDO I</p> <p>Glenn E. Mohametano Dentist II</p> <p>Anjie C. Rabe DepEd Engineer (COS)</p>	<ul style="list-style-type: none">• Ensure consistent implementation of Quality Workplace Standards• Collaborate with concerned office/personnel to ensure a conducive and safe work/school environment to improve productivity;• Monitor and evaluate in conformance to the quality Workplace Standards to be issued separately; and• Provide feedback and updates to the QMR on the status of workplace management
<p>Training and Advocacy Team</p> <p>Lead: Sherlito E. Sagapsapan CE Supervisor (SGOD)</p> <p>Members: Noel P. Mangubat EP Supervisor (SGOD)</p> <p>Dr. Michelle V. Torres SE Program Specialist</p> <p>Lindo O. Adasa, Jr. EP Supervisor (CID)</p> <p>Dr. Jephone P. Yorong EP Supervisor (LRMD)</p> <p>Elsa Q. Aranas PSDS</p> <p>Edna C. Quimiguing EP Specialist II (ALS)</p>	<ul style="list-style-type: none">• Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;• Capacitate employees on the development of their Operations Manuals and Planning Documents• Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;• Plan and coordinate effective deployment and efficient use of QMS training and materials;• Develop and disseminate IEC materials to strengthen awareness of QMS and build a culture of continuous improvement; and• Provide feedback and updates to the QMR on the status of QMS-related training and awareness






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<p>Knowledge Management Team</p> <p>Lead: Vicente Jose V. Suarez II CE Supervisor (CID)</p> <p>Members: Ma. Perga A. Cadiente EP Supervisor (English)</p> <p>Johann Andrei A. Ladera EP Specialist II (SGOD)</p> <p>Cynthia O. Dalman Administrative Officer IV (Records)</p> <p>Lourence N. Reyes ITO I</p> <p>Amythyst O. Diao Administrative Officer IV (Personnel)</p> <p>All functional divisions and units Documenters and Document Controllers</p>	<ul style="list-style-type: none">• Implement and refer to the latest version of the Document Management Procedure, Document Matrix and Organizational Knowledge Matrix in the PAWIM;• Ensure that the requirements for updating, maintaining and retaining documented information are established and implemented;• Organize the operation and administrative records to ensure availability. Completeness and consistent generation, protection, easy retrieval and proper disposal of documents;• Oversee activities related to managing organization knowledge and setting document management standards; and• Provide feedback to the QMR on the status of the control documents and records
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2. Immediate dissemination of this Memorandum to all concerned is desired.
3. Please be guided accordingly.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent





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Annex A

LIST OF INTERNAL QUALITY AUDIT TEAM MEMBERS

	Name	QMS Designation	Functional Divisions
1	Nueva A. Andag, Ed.D.	Internal Auditor	SGOD
2	Vicente Ramon V. Suarez II	Internal Auditor	SGOD
3	Sherlito E. Sagapsapan	Internal Auditor	SGOD
4	Anthon John S. Soriano	Internal Auditor	SGOD
5	Jerry M. Perong	Internal Auditor	CID
6	Jephone P. Yorong	Internal Auditor	CID
7	Ma. Perga A. Cadiente	Internal Auditor	CID
8	Nancy T. Tendero	Internal Auditor	OSDS
9	Cynthia O. Dalman	Internal Auditor	OSDS
10	Amythyst Faith O. Diao	Internal Auditor	OSDS

LIST OF FUNCTIONAL DIVISION DOCUMENTERS AND DOCUMENT CONTROLLERS

	Functional Division	Documenter	Document Controller
1	OSDS-Administrative Services	Shendy P. Gallemit	Alro D. Cabalida
	OSDS-Finance Services	April A. Calacat	Katherine S. Balladares
	OSDS-ICT	Ernalyn R. Ruiz	Eirene A. Oracion
	OSDS-Legal	Marielle C. Jumoad	Meche M. Caermare
2	Curriculum Implementation Division (CID)	Ruby V. Paguntalan	Cherry Maih E. Abellon
3	School Governance and Operations Division (SGOD)	Michelle V. Torres	Johann Andrei A. Ladera


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