



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

October 17, 2024

**DIVISION MEMORANDUM**

No. Geo, s. 2024

**SCHEDULE OF CAPACITY BUILDING ACTIVITIES OF THE DEPED-SCHOOLS  
 DIVISION OF DAPITAN CITY QUALITY MANAGEMENT SYSTEM (QMS)**

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

- Pursuant to DepEd Order No. 009, s. 2021 titled, Institutionalization of a Quality Management System in the Department of Education, this Office informs the field of the schedule of the Capacity Building Activities of the DepEd-Schools Division of Dapitan City Quality Management System (QMS), to wit:

Title	Date
Training on ISO 9001:2015 Quality Management System Requirements, Documents and Internal Audit Orientation	October 29, 2024
Orientation on the DepEd Quality Management System (QMS) Manual and Procedures and Work Instruction Manual (PAWIM)	November 8, 2024
Training on Document Control (Documented Information)	November 15, 2024
Training on Risk and Opportunity Management	November 22, 2024
Training on Crafting of Planning Documents and Operations Manual	December 2, 2024

- The capacity building activities aim to:
  - Provide a comprehensive understanding of the ISO 9001:2015 standards, focused on the principles and requirements of a Quality Management System (QMS) within the context of education management;
  - Equip the SDO personnel with the necessary skills and procedural knowledge to implement and sustain the QMS anchored on ISO 9001:2015 to ensure continuous improvement in the processes, efficiency and service delivery;

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 Division of Dapitan City  
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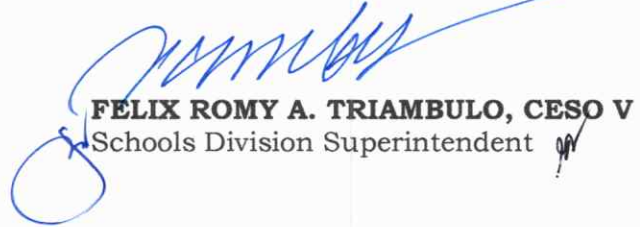
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- c. Strengthen leadership skills vis-à-vis data-driven and evidence-based decision-making techniques among SDO personnel by integrating quality management principles in their administrative functions;
  - d. Prepare the SDO for compliance with ISO 9001:2015 requirements and facilitate their journey towards achieving certification, enhancing the credibility and reputation of the education system; and
  - e. Enhance stakeholders' satisfaction by ensuring that SDOs consistently meet their needs and expectations through effective quality management practices.
3. The participants of the capacity building activities are the members of the QMS Teams, and selected school heads. *(see attached list)*
  4. Personnel from DepEd Regional Office IX shall serve as Resource Persons during the activities.
  5. Expenses that will be incurred during the conduct of activities are chargeable against the HRD funds/Division MOOE allotment subject to the usual accounting and auditing rules and regulations.
  6. Immediate dissemination of this Memorandum to all concerned is desired.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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**Training on ISO 9001:2015 Quality Management System Requirements,  
Documents and Internal Audit Orientation  
October 29, 2024**

**Orientation on the DepEd Quality Management System (QMS) Manual and  
Procedures and Work Instruction Manual (PAWIM)  
November 8, 2024**

**LIST OF PARTICIPANTS**

Name		QMS Designation
<b>Office of the Schools Division Superintendent</b>		
1	Felix Romy A. Triambulo, CESO V	SDS, Top Management
2	Aurelio A. Santisas, CESE	OIC-ASDS, Quality Management Representative
3	Geordito T. Olario	AO V, Lead, Quality Workplace Team
4	Rosa Belinda P. Gemperoso	AO IV, Member, QMS Secretariat
5	Olga P. Miranda, CPA	Accountant III, Member, Quality Workplace Team
6	Nancy F. Tangcalagan	AO IV, Internal Auditor/Member, Risk Management Team
7	Cynthia O. Dalman	AO IV, Internal Auditor/Member, Knowledge Mgt. Team
8	Amythyst Faith O. Diao	AO IV, Internal Auditor/Member, Knowledge Mgt. Team
9	Jidelle G. Garcia	AO IV, Member, Quality Workplace Team
10	Lourence N. Reyes	ITO I, Member, Knowledge Mgt. Team
11	Shendy P. Gallemmit	ADAS III, Documenter
12	April May A. Calacat	ADAS I, Documenter
13	Ernalyn R. Ruiz	ADAS III, Documenter
14	Marielle C. Jumuad	ADAS III, Documenter
15	Ruby V. Paguntalan	PDO II, Documenter
16	Alro D. Cabalida	ADA VI, Document Controller
17	Katherine S. Balladares	ADAS III, Document Controller
18	Eirene A. Oracion	ADAS III, Document Controller
19	Meche P. Caermare	ADAS III, Document Controller



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<b>Curriculum Implementation Division</b>		
20	Dr. Vicente Jose V. Suarez II	CES (CID), Lead, Knowledge Management Team
21	Dr. Bobbie E. Gurabot	EPS-Science, Lead, QMS Secretariat
22	Helen T. Calaguian	EPS-AP, Member, QMS Secretariat
23	Lindo O. Adasa, Jr.	Member, Training and Advocacy Team
24	Values Ed. Supervisor	EPS-Values Ed., Member, QMS Secretariat
25	Jerry M. Perong	EPS-TLE, Internal Auditor/ Member, Quality Workplace Team
26	Dr. Jephone P. Yorong	EPS-LRM, Internal Auditor/ Member, Training and Advocacy Team
27	Ma. Perga A. Cadiente	EPS-English, Internal Auditor/Member, Knowledge Management Team
28	Dr. Esmeralda A. Bagaipo	EPS-Math, Member, Risk Management Team
29	Germanico C. Malacat	EPS-MAPEH, Member, Risk Management Team
30	Dr. Luna Luz B. Racho	EPS-Kindergarten, Member, Quality Workplace Team
31	Joy I. Cagbabanua	PSDS, Member, QMS Secretariat
32	Jose C. Overa	PICD, Member, Risk Management Team
33	Jimmy B. Gahuman	PSDS, Member, Quality Workplace Team
34	Cristina Z. Villoria	PICD, Member, QMS Secretariat
35	Elsa Q. Aranas	PSDS, Member, Training and Advocacy Team
36	Edna C. Quimiguing	EPS II Member, Training and Advocacy Team
37	Cherry Maih E. Abellon	ADA VI, Document Controller
<b>School Governance and Operations Division (SGOD)</b>		
38	Sherlito E. Sagapsapan	CES (SGOD), Internal Auditor/ Lead, Training and Advocacy Team
39	Noel P. Mangubat	EPS, Member, Training and Advocacy Team
40	Anthon John S. Soriano	PO III, Internal Auditor/ Lead, Risk Management Team
41	Dr. Nueva A. Andag, Ed.D.	SEPS, Internal Auditor
42	Johann Andrei A. Ladera	EPS II, Member, Knowledge Management Team
43	Dr. Michelle V. Torres	SEPS, Member, Training and Advocacy Team/Documenter



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44	Vicente Ramon V. Suarez II	EPS II, Internal Auditor
45	Jonathan D. Reluya	PDO II, Member, Risk Management Team
46	Dr. Glenn E. Mohametano	Dentist II, Member, Quality Workplace Team
47	Gwilym C. Elumba	Nurse II, Member, Risk Management Team
48	Danilo M. Santiago	PDO I, Member, Quality Workplace Team
49	Engr. Anjie C. Rabe	Engineer (COS), Member, Quality Workplace Team
<b>Observers</b>		
50	Allan D. Bendano	SP II, Dapitan City NHS
51	Rey I. Jatico	SP II, Sulangon NHS
52	Marilou B. Monding	SP I, Dakak NHS
53	Camila Jeanette J. Debaloy	SP III, Potungan Central School
54	Belen R. Talic	SP IV, Dapitan City Central School
55	Rizza A. Daboda	SP IV, Barcelona Central School

Prepared by:

  
**AURELIO A. SANTISAS, CESE**  
OIC-ASDS/Quality Management Rep.

Noted by:

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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