



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

September 1, 2025

DIVISION MEMORANDUM

No. 09-258 s, 2025

**RECOMPOSITION OF THE DIVISION QUALITY MANAGEMENT SYSTEM
(QMS) TEAMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors / DICs
Section Heads
NQMS Core Team Member
All others Concerned

1. In relation to the recent personnel changes in the Division and pursuant to DepEd Order No. 9, s. 2021, "Institutionalization of a Quality Management System (QMS) in the Department of Education", this Office has updated the composition of the QMS Teams as follows:

<u>Top Management</u>	<u>Terms of Reference</u>
Manuel O. Caberte OIC – SDS Roel T. Diamante, PhD, CESE OIC - ASDS	i. Lead the establishment, implementation, and monitoring of QMS in the division. ii. Establish, communicate, and embody the Quality Policy Statement. iii. Ensure effectiveness of the QMS using risk- based thinking and risk management. iv. Ensure that quality objectives set are aligned with DepEd's strategic direction, through RPMS.



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

	<ul style="list-style-type: none">v. Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders.vi. Determine and provide the necessary resources needed to implement and sustain QMS implementation.vii. Lead and conduct Management Review (MR) at least once every quarter.viii. ensure that constitutional mandates, statutory and regulatory requirements are met; andix. Designate the Quality Management Representative (QMR)
<p><u>Quality Management Representative (QMR)</u></p> <p>Roel T. Diamante, PhD, CESE OIC - ASDS</p> <p><u>Deputy Quality Management Representative (QMR)</u></p> <p>Harem L. Taruc, PhD Chief ES – SGOD</p> <p>Aquino D. Garcia SEPS-SMME</p>	<p><u>Terms of Reference</u></p> <ul style="list-style-type: none">i. Communicate the importance of having a QMS in DepEd.ii. Oversee the implementation and take accountability for the effectiveness of the QMS.iii. Ensure the conformance of the QMS to the requirements of ISO 9001.iv. Ensure the integrity and effectiveness of the QMS.v. Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management.vi. Reports audit results, identifies targets, opportunities for improvement, and other QMS-related matters to the Top Management.vii. Ensure integration of QMS requirements into DepEd's business processes.viii. Promote continuous



Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

	<p>improvement of the QMS and processes of the agency.</p> <p>ix. Engage, direct, and support QMS Teams and their members to contribute to the effectiveness of the QMS.</p> <p>x. Oversee the operations of the QMS secretariat, including each QMS Team, and report to the Top Management Team; and</p> <p>xi. Act as liaison of the division with external parties on matters relating to QMS.</p>
<p><u>Quality Management System (QMS) Secretariat</u></p> <p>Chair: Reiner S. Oraliza, SEPS Deputy: Louwyn E. Gubaton, EPSII Members: Carlo Borris Oraliza, PDOII Reycele E. Agatep, AOIV Christine Joy C. Dulguime</p>	<p><u>Terms of Reference</u></p> <p>i. Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS.</p> <p>ii. Provide technical and administrative support to implement the QMS successfully.</p> <p>iii. Coordinate QMS-related activities in their respective offices.</p> <p>iv. Collaborate with and assist the QMS Teams in their efforts for continuous improvement of the QMS.</p> <p>v. Facilitate the delivery of specific outputs in line with the QMS.</p> <p>vi. Assist the QMR in communicating with external parties on QMS-related matters; and</p> <p>vii. Provide feedback and updates on QMS- related matters to the QMR.</p>
<p><u>RISK MANAGEMENT TEAM (RMT)</u></p> <p>Chair: Isagani B. Calidguid, POIII Deputy: Kathleen T. Jorales, PSDS Members:</p>	<p><u>Terms of Reference</u></p> <p>i. Implement and refer to the latest version of the Risk Planning Guidelines and Handling Clients' Complaints</p>



Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

<p>Joselito T. Tokong, EPS Joseph D. Solana, PSDS Rochelle M. Boncaros, HRMO Rolly S. Sapuras, PSDS Genesis A. Arcular – Cashier Marites M. Petallo, PSDS Joe Pete G. Tiu Secretariat: Louwyn E. Gubaton, EPSII</p>	<p>Procedure in the PAWIM.</p> <ol style="list-style-type: none"> ii. Ensure reporting, analysis, monitoring, and evaluation of Client Satisfaction results. iii. Provide technical assistance in the completion of the Risk and Opportunity Registry by the Office. iv. Provide feedback and update to the QMR on the status of risk assessment and action plans. v. Perform monitoring and oversight functions in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and vi. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.
<p><u>KNOWLEDGE MANAGEMENT TEAM</u> <u>(KMT)</u></p> <p>Chair: Gemna G. Pobe, EdD, DPA, Chief ES-CID Deputy: Florangel S. Arcadio, EPS Members: Marites T. Penera, EPS Randy Rudila, EPS Girlie Joi Bamba C. Sanico, PSDS Sarachen L. Sangco, PSDS Glenda R. Dadap, PDOI Raquel T. Gemparo</p> <p>Secretariat: Reycelle E. Agatep, AOIV</p>	<p><u>Terms of Reference</u></p> <ol style="list-style-type: none"> i. Implement and refer to the latest version of the Document Management Procedure, Document Matrix, and Organizational Knowledge Matrix in the PAWIM. ii. Ensure that the requirements for updating, maintaining, and retaining documented information are established and documented. iii. Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents. iv. Oversee activities related to managing organizational knowledge and setting



Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

	document management standards; and v. Provide feedback to the QMR on the status of the control documents and records.
<p style="text-align: center;"><u>INTERNAL QUALITY AUDIT TEAM</u> <u>(IQAT)</u></p> <p>Chair: Regemie A. Alburo, PhD, PSDS Deputy: Fernando A. Dones, Jr., PhD, EPS Members: Relyn D. Raza, PhD, EPS Neni E. Dumanjog, EPS Atty. Jeddah May Nangcas, Legal Officer Aquino D. Garcia, SEPS Maricris O. Sulapas, Accountant III</p> <p>Secretariat: Reiner S. Oraliza, SEPS</p>	<p style="text-align: center;"><u>Terms of Reference</u></p> <p>i. Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM.</p> <p>ii. Undergo training on ISO 19011 (Guidelines for Auditing Management System).</p> <p>iii. Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001.</p> <p>iv. Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit.</p> <p>v. Keep track of the implementation of the corrective actions to address the opportunities for improvement, potential non-conformities raised during the Internal Quality Audits; and</p> <p>vi. Provide the findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as an input to the Management Review.</p>
<p style="text-align: center;"><u>TRAINING AND ADVOCACY TEAM</u> <u>(TAT)</u></p> <p>Chair: Luz Sandra R. Fernandez, EPS Deputy: Ferosana D. Tesiorna, SEPS Members: Elias G. Brina, PhD, EPS Julius P. Tesiorna, PSDS Leah G. Mones, PSDS</p>	<p style="text-align: center;"><u>Terms of Reference</u></p> <p>i. Orient employees and disseminate information on QMS-related matters such as ISO 9001 standards, Organizational knowledge, QMS Manual, PAWIM, and Quality Policy.</p>



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

<p>Aniesol C. Lasala, EPS Reggy S. Asupre, SEPS Lowela B. Espanto, EPSII Marissa L. Cuaresma, EPSA</p> <p>Secretariat: Carlo Borris Oraliza, PDOII</p>	<ul style="list-style-type: none">ii. Capacitate employees on the development of their Operations Manuals and Planning Documents.iii. Develop effective training and advocacy materials to enable the successful implementation and sustainability of QMS.iv. Plan and coordinate effective deployment and efficient use of QMS training and materials.v. Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement; andvi. Provide feedback and updates to the QMR on the status of QMR-related training and awareness.
<p><u>QUALITY WORKPLACE TEAM (QWT)</u></p> <p>Chair: Malou S. Omosay, AOV-Administrative Services Deputy: Catherine B. Landao, EPSII-SMN Members: Emilie C. Pomoy, PSDS Francis Albert C. Golo, Supply Officer Louella G. Villegas, Budget Officer Engr. Neil T. Espenido, Engineer III Pilarita S. Pomoy, Nurse II Haidy T. Arciga, Nurse II John Eric A. Jabines, ITO</p> <p>Secretariat: Christine Joy C. Dulguime</p>	<p><u>Terms of Reference</u></p> <ul style="list-style-type: none">i. Ensure consistent implementation of Quality Workplace Standards.ii. Collaborate with the office/personnel to ensure a conducive and safe work environment to improve productivity.iii. Monitor and evaluate cleanliness, orderliness, and safety at the workplace in conformance with the Quality Workplace Standards to be issued separately; andiv. Provide feedback and updates to the QMR on the status of workplace management.



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

2. The aforementioned assignment will take effect immediately upon issuance of this Memorandum.
3. Immediate and wide dissemination of this Memorandum is hereby enjoined.


MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects

NQMS

SGOD/adg 9/1/25