

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

 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:

Top Management

Manuel O. Caberte OIC – SDS

Roel T. Diamante, PhD, CESE OIC - ASDS

Terms of Reference

- i. Lead the establishment, implementation, and monitoring of OMS 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.







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CARAGA REGION GOOLS DEVISION OF STARGAO

Office of the Schools Division Superintendent

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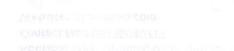
Rockin Diamante, PhD, CESE OIC - ASDS

Terms of Reference

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- a.Establish communicate, 300 embooy the Quality Policy Statement.
- using rask based thinking and risk management.
- w.Ensure that quality objectives set are aligned with DepEd's strategic direction. Also eq., RPMS.









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v.Communicate	the	e im	portano	ce of
fulfilling the	e	ne	eeds	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; and

ix. Designate the Quality
Management Representative
(QMR)

Quality Management Representative (QMR)

Roel T. Diamante, PhD, CESE OIC - ASDS

Deputy Quality Management Representative (QMR)

Harem L. Taruc, PhD Chief ES – SGOD

Aquino D. Garcia SEPS-SMME

Terms of Reference

- 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







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improvement	of the	QMS	and
processes of	the ag	ency.	

ix. Engage, direct, and support QMS Teams and their members to contribute to the effectiveness of the QMS.

X. Oversee the operations of the QMS secretariat, including each QMS Team, and report to the Top Management Team; and

xi. Act as liaison of the division with external parties on matters relating to QMS.

Quality Management System (QMS) Secretariat

Chair: Reiner S. Oraliza, SEPS Deputy: Louwyn E. Gubaton, EPSII

Members:

Carlo Borris Oraliza, PDOII Reycelle E. Agatep, AOIV Christine Joy C. Dulguime

Terms of Reference

i. Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS.

ii. Provide technical and administrative support to implement the QMS successfully.

iii. Coordinate QMS-related activities in their respective offices.

iv. Collaborate with and assist the QMS Teams in their efforts for continuous improvement of the QMS.

v. Facilitate the delivery of specific outputs in line with the QMS.

vi. Assist the QMR in communicating with external parties on QMS-related matters; and

vii. Provide feedback and updates on QMS- related matters to the QMR.

RISK MANAGEMENT TEAM (RMT)

Chair: Isagani B. Calidguid, POIII Deputy: Kathleen T. Jornales, PSDS

Members:

Terms of Reference

 i. Implement and refer to the latest version of the Risk Planning Guidelines and Handling Clients' Complaints







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Department of Education caraga region

SCHOOLS DIVISION OF SIARGAO

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

Procedure in the PAWIM.

- 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.

KNOWLEDGE MANAGEMENT TEAM (KMT)

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

Secretariat: Reycelle E. Agatep, AOIV

Terms of Reference

- 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

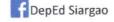






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SCHOOLS DIVISION OF SIARGAO					
	document management standards; and				
	v. Provide feedback to the QMR on				
	the status of the control				
THE PROPERTY OF A STATE OF A STAT	documents and records.				
INTERNAL QUALITY AUDIT TEAM	Terms of Reference				
(IQAT)	i. Implement and refer to the latest version of the Internal				
Chair: Regemie A. Alburo, PhD, PSDS Deputy: Fernando A. Dones, Jr., PhD, EPS Members: Relyn D. Raza, PhD, EPS	Quality Audit Procedure in the PAWIM. ii. Undergo training on ISO 19011 (Guidelines for Auditing Management System).				
Neniel E. Dumanjog, EPS Atty. Jeddah May Nangcas, Legal Officer	iii. Determine conformance of the QMS with planned				
Aquino D. Garcia, SEPS Maricris O. Sulapas, Accountant III	arrangements and the requirements of ISO 9001. iv. Determine whether the QMS				
Secretariat: Reiner S. Oraliza, SEPS	is effectively implemented and maintained through the conduct of an internal quality audit. v. Keep track of the implementation of the corrective actions to address the opportunities for improvement, potential nonconformities raised during the Internal Quality Audits; and 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.				
TRAINING AND ADVOCACY TEAM	Terms of Reference				
(TAT)	i. Orient employees and disseminate				
Chair: Luz Sandra R. Fernandez, EPS	information on QMS-related				
Deputy: Ferosana D. Tesiorna, SEPS					
Members:	standards, Organizational				
Elias G. Brina, PhD, EPS	knowledge, QMS				
Dias G. Dilla, Tilb, Elb	Manual PAWIM and Quality				





Julius P. Tesiorna, PSDS

Leah G. Mones, PSDS



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Manual, PAWIM, and Quality

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Policy.





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CARAGA REGION SCHOOLS DIVISION OF SIARGAO

Aniesol C. Lasala, EPS Reggy S. Asupre, SEPS Lowela B. Espanto, EPSII Marissa L. Cuaresma, EPSA

Secretariat: Carlo Borris Oraliza,

- 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; and
- vi. Provide feedback and updates to the QMR on the status of QMR-related training and awareness.

QUALITY WORKPLACE TEAM (QWT)

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

Secretariat: Christine Joy C. Dulguime

Terms of Reference

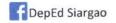
- i. Ensure consistent implementation of Quality Workplace Standards.
- ii. Collaborate with the office/personnel to ensure a conducive and safe work environment to improve productivity.
- iii. Monitor and evaluate cleanliness, orderliness, and safety at the workplace in conformance with the Quality Workplace Standards to be issued separately; and
- iv. Provide feedback and updates to the QMR on the status of workplace management.







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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

SGOD/adg 9/1/25







