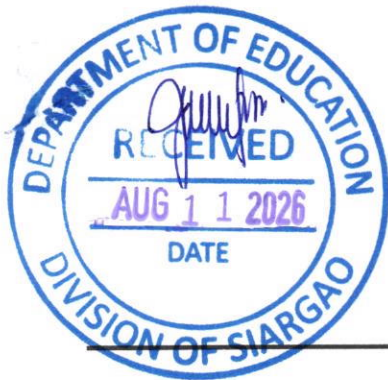
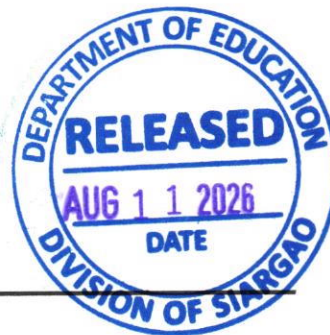




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **08-228**s, 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Section Heads, Process Owners
All others Concerned

**ROLL OUT OF THE DIVISION QUALITY MANAGEMENT SYSTEM (QMS) MANUAL
AND PROCEDURES AND WORK INSTRUCTIONAL MANUAL (PAWIM)**

1. This office hereby informs the field and all concerned personnel of the conduct of Roll Out of the QMS Quality Control Plan (QCP) Documents and Operations Manual and Capacity Building for Division QMS Teams on August 17 – 18, 2026. Venue to be announced later.
2. This activity aims to roll out the Quality Management System (QMS) through a comprehensive presentation of the Division's Quality Control Procedures (QCP), including the corresponding forms and templates for all declared Management, Core, and Support Processes. The Schools Division Office (SDO) Siargao Procedures and Work Instruction Manual (PAWIM), which serves as a vital reference for the effective implementation and continuous improvement of the Division's QMS, shall likewise be discussed during the activity. Following this rollout, all personnel are enjoined to familiarize themselves with the established processes and to strictly utilize the prescribed forms and templates presented.
3. All facilitators identified herein are requested to prepare their presentation slides for quality assurance during the Pre-Work Conference on August 13, 2026, at the Division Training Center.
4. Participants in this activity are all Division QMS teams, process owners and personnel of the Division office. Please see Enclosure 2 for the list of participants.
5. Accommodation and all other expenses relative to the conduct of this activity shall be charged against Division MOOE, subject to existing accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated



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Contact No.: 09190040217
Website: sdosiargao.com
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Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Encl: As stated
 To be indicated in the Perpetual Index under the following subjects
 NQMS QCP
 SGOD/adg
 08/06/26

Enclosure No. 1: ACTIVITY CONTENT AND MATRIX

Time	Activity	Responsible Person
August 17, 2026		
7:00 AM – 9:30 AM	Arrival and Registration	SMME
9:30 AM – 10:00 AM	Opening Program National Anthem Prayer Welcome Remarks/Statement of Purpose Acknowledgment of Participants Message	AVP AVP Harem L. Taruc – Chief SGOD Aquino D. Garcia – SEPS Manuel O. Caberte - SDS
10:00 AM – 11:00 AM	Overview of SDO Siargao Quality Management System	Roel T. Diamante, PhD, CESO VI - ASDS
11:00 AM - 12:00NN	QMS Manual – Introduction, Agency Profile, Organizational Structure, Scope and Coverage	Atty. Jeddah May Nangcas OIC – AO V Designate
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Presentation of Planning Documents and Operations Manual of CID	CID with Gemna G. Pobe, EdD, DPA – CID Chief / Regemie A. Alburo, PhD - PSDS
2:00 PM – 3:00 PM	Presentation of Planning Documents and Operations Manual of SGOD	SGOD with Harem L. Taruc, PhD – SGOD Chief / Aquino D. Garcia – SEPS SMME



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3:00 PM – 5:00 PM	Presentation of Planning Documents and Operations Manual of OSDS	OSDS with Roel T. Diamante, PhD, CESO VI – ASDS / Atty. Jeddah May Nangcas – Atty. III
August 18, 2026		
8:00 AM – 9:00 AM	Presentation of PAWIM: QMR	Harem L. Taruc, PhD Aquino D. Garcia – Deputy QMR
9:00 AM – 10:00 AM	Presentation of PAWIM: Risk Management	Isagani B. Calidguid – Chair - Risk Management Team
10:00 AM – 11:00AM	Presentation of PAWIM: Knowledge Management	Gemna G. Pobe, EdD, DPA – Chair – Knowledge Management Team
11:00AM – 12:00NN	Presentation of PAWIM: Internal Quality Audit	Regemie A. Alburo, PhD – Chair – Internal Quality Audit Team
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Presentation of PAWIM: Training and Advocacy	Luz Sandra R. Fernandez – Chair - Training and Advocacy Team
2:00 PM – 3:00 PM	Presentation of PAWIM: Quality Workplace	AO V – Quality Workplace Team
3:00 PM – 4:00 PM	Presentation of PAWIM: Documented Information Management	Reycelle E. Agatep- Chair Documented Information Management Team
4:00 PM - 5:00 PM	Closing Program	

Enclosure 2: LIST OF PARTICIPANTS

NO	NAME	POSITION
A. OSDS		
1	MANUEL O. CABERTE	Schools Division Superintendent
2	GLENN DALE T. BONCAROS	Administrative Assistant III (Secretary II)
3	DEXAH MARIE S. PONTIVEDRA	Administrative Aide VI
4	RODRIGO M. ZABALLERO	Admin. Aide IV - Driver II
ASDS		
5	ROEL T. DIAMANTE, PhD, CESE	Assistant Schools Division Superintendent
6	JUDY ANN B. MARCOS	Administrative Aide VI
LEGAL		
7	ATTY. JEDDAH MAY NANGCAS	Attorney III
8	APRILOU AMOR T. BORJA	LEGAL ASSISTANT I
ICT		
9	JOHN ERIC A. JABINES	Information Technology Officer I
10	JUNE ORKEHEIN NOHARA	ICT - COS
PROCUREMENT		
11	CARLO BORRIS G. ORALIZA	Administrative Officer IV (Procurement Officer)
12	GIRLEY JANE P. CAVITE	Administrative Officer II (AO I)
GENERAL ADMISNISTRATIVE SERVICES		
		Administrative Officer V
13	JAY B. ARCO	Administrative Aide VI (Clerk III)
HUMAN RESOURCE		
14	ROCHELL M. BONCAROS	Administrative Officer IV (HRMO II)
15	GENNIE LOU D. UROT	Administrative Aide VI
16	JEANETTE C. GOCELA	Administrative Officer II (HRMO I)
17	JOSELITO J. ORTOJAN	Administrative Assistant III (Senior Bookkeeper)
18	MARGIE BORLAGDAN	Administrative Assistant III (Senior Bookkeeper)
19	ANNIE JEAN L. PETALLO	Administrative Assistant III (Senior Bookkeeper)
20	DACEL JANE G. TAMAYO	Administrative Assistant III (Senior Bookkeeper)
21	FATIMA S. LITERATO	Administrative Assistant III (Senior Bookkeeper)
22	NIÑO LANDERO	JO
CASHIER		
23	GENESIS A. ARCULAR	Administrative Officer IV - AO II
24	SHALAMI R. DIADULA	Administrative Aide VI
BUDGET		
25	LOUELA G. VILLEGAS	Administrative Officer V - Budget Officer III
26	ELLEN S. FERNANDEZ	Administrative Assistant II (Bookkeeper)
27	CLINT JONES G. LIBAY	Administrative Assistant I (Secretary I)
FINANCE		
28	MARICRIS O. SULAPAS, CPA	Accountant III
29	VALENTINO ERNESTO G. CASTRENCE	Administrative Assistant III (Senior Bookkeeper)
30	CHEREL D. ESTRELLA	Administrative Assistant II - Bookkeeper
31	FERNADINE A. RACHO	Administrative Assistant III (Senior Bookkeeper)
32	MARICEL D. MALACURA	Administrative Assistant II (Bookkeeper)
33	ANN GLADYS MAE O. GONZALES	Administrative Assistant III (Senior Bookkeeper)
34	KHESSA KIZEA E. EROY	Administrative Assistant II - Bookkeeper
RECORDS		
35	REYCELLE E. AGATEP	Administrative Officer IV - Administrative Officer II
36	DAISY G. SUMAYLO	Administrative Aide I
37	JELYN T. MANTE	Administrative Aide VI (Clerk III)
ASSET MANAGEMENT		
38	FRANCIS ALBERT C. GOLO	Administrative Officer IV - Administrative Officer II
39	DANIEL AÑASCO	JO (CLERK/UTILITY)
JOB ORDER		
40	ALJIE SINDAY	JO (UTILITY)
41	JOEL GONZALES	JO (SECURITY GUARD)
42	JUSTIN SUBAYNO	JO (SECURITY GUARD)
43	LEA H. ESPARRAGO	JO (UTILITY)

44	RODEL C. TOKONG	JO (UTILITY)
45	RACKER CHEMVEE MASCARDO	LIASON
	COS	
46	MELISA MAE D. JAPSON	SGOD - FEEDING
47	AILENE GRACE P. OMAS-AS	OSDS - Provident
48	CHRITHOPER LEVIN B. PEÑA	SGOD - FEEDING
B.	SGOD	
49	HAREM L. TARUC, PHD	Chief Education Supervisor
50	JOSELITO T. TOKONG	Education Program Supervisor - TLE
51	LUVEL LYKA O. QUIBAN	ADMINISTRATIVE AIDE VI
	SOCIAL MOBILIZATION	
52	REGGY ASUPRE	Senior Education Program Specialist - Social Mobilization
53	CATHERINE B. LANDAO	Education Program Specialist II - Social Mobilization
54	GEMENIANO T. GEMPARO	Project Development Officer II
	HUMAN RESOURCE DEVELOPMENT	
55	FEROSANA D. TESIORNA	Senior Education Program Specialist - HRD
56	LOWELA B. ESPANTO	Education Program Specialist II - HRD
	RESEARCH AND PLANNING	
57	REINER S. ORALIZA	Senior Education Program Specialist - Reasearch & Planning
58	ISAGANI B. CALIDGUID	Planning Officer III
	YOUTH FORMATION DEVELOPMENT	
59	GLENDA R. DADAP	Project Development Officer I
60	CHRISTINE JOY S. CAMINGUE	Project Development Officer I
	SM M & E	
61	AQUINO D. GARCIA	Senior Education Program Specialist - SM M & E
62	LOUWYN E. GUBATON	Education Program Specialist II - SM M & E
	PHYSICAL FACILITIES	
63	ENGR. NEIL T. ESPENIDO	Engineer III
64	JERLIE BELMART SULAPAS	ADA IV
65	DAVE A. BETITA	COS - ENGINEERING
	SCHOOL HEALTH AND NUTRITION	
66	HAIDY ARCIGA	Nurse II
67	JUVY ARREZA	Nurse II
68	JEORLYN GOPICO	Nurse II
69	ROSYNETTE LIBAY	Nurse II
70	PILARITA POMOY	Nurse II
71	JONATHAN TAYAPAD	Nurse II
72	BEBIE GRACE G. JOAQUINO	Nurse II
73	CARL CHRISTIAN T. TAN	Nurse II
74	JOE PETE TIU	Nurse II
C.	CID	
75	GEMNA G. POBE, EDD, DPE	Chief Education Supervisor
76	ESNOOKY B. SANICO	Administrative Aide VI (Clerk III)
	INSTRUCTIONAL MANAGEMENT	
77	FERNANDO A. DONES, JR	Education Program Supervisor - Araling Panlipunan
78	RELYN D. RAZA	Education Program Supervisor - Science
79	ELIAS G. BRINA	Education Program Supervisor - MAPEH
80	FLORANGEL S. ARCADIO	Education Program Supervisor - Math
81	RANDY A. RUDILA	Education Program Supervisor - Filipino
82	MARITES T. PENERA	Education Program Supervisor - English
83	LUZ SANDRA R. FERNANDEZ	Education Program Supervisor - Kindergarten
	LEARNING RESOURCES	
84	NENIEL DUMANJOG	Education Program Supervisor - Learning Resource
85	NATHANIEL CONGRESO JR	Project Development Officer II - Learning Resouce
	PUBLIC SCHOOLS DIVISION SUPERVISOR	
86	LEAH G. MONES	Public Schools District Supervisor - Dapa West
87	ROLANDO S. SAPURAS	Public Schools District Supervisor - Gen. Luna
88	KATHLEEN M. JORNALES	Public Schools District Supervisor - Burgos & San Benito District
89	EMILIE C. POMOY	Public Schools District Supervisor - Sapao
90	REGEMIE A. ALBURO	Public Schools District Supervisor - Dapa East

91	JULIUS P. TESIORNA	Public Schools District Supervisor - Pilar
92	MARITES M. PETALLO	Public Schools District Supervisor - San Isidro
93	JOSEPH D. SOLANA	Public Schools District Supervisor - Numancia
94	GIRLIE JOI BAMBA C. SANICO	Public Schools District Supervisor - Socorro East
95	SARACHEN L. SANGCO	Public Schools District Supervisor - Socorro West
ALTERNATIVE LEARNING SCHOOL		
96	ANIESOL C. LASALA	Education Program Supervisor - ALS
97	MARISSA L. CUARESMA	Education Program Specialist II - EPSA
98	RAQUEL T. GEMPARO	Education Program Specialist II - EPSA