



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

June 30, 2022

DIVISION MEMORANDUM
No. 420, s. 2022

NEW SCHEDULE OF THE VIRTUAL ORIENTATION ON THE DOCUMENTED INFORMATION PROCEDURE AND KNOWLEDGE MANAGEMENT PROCEDURE

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
QMS-Knowledge Management Team
Clarence S. Pillerin (Quality Management Representative)
QMS Secretariat

1. In reference to Regional Memorandum ASD-2022-023, the field is hereby informed that the **Virtual Orientation on the Documented Information Procedure and Knowledge Management Procedure**, has been moved from June 30-July 1, 2022 to **July 5-6, 2022**, same time and platform. The new link will be sent to the email addresses of the participants, one day prior to the conduct of the activity.
2. The following personnel are the participants of the activity:

QMS Teams	Composition	Names
Knowledge Management Team	CID Chief	Beverly S. Daugdaug
	Deputy TL	Mishel Cadungog
	ICTU	Stephen Pascual
		Thonver Sampaga
		Jessrael Bingel
	Records Section	Aleli M. Chiong
		Helena Solon
		Vincent Samba
	PRME Office	Xavier S. Fuentes
		Airon M. Alejandro
		Eleser D. Mateo
		Cecile C. Uy
	Information Officer	Tito M. Endrina

	Records Section	Alex M. Chiong
		Helena Solon
		Vincent Samba
	PRME Office	Xavier S. Fuentes
		Airon M. Alejandro
		Eleser D. Mateo
		Cecile C. Uy
	Information Officer	Tito M. Endrina
Quality Management Representative		Clarence S. Pillerin
Quality Management System Secretariat	Team Leader	Eleser D. Mateo
	Members	Ramel Ayop
		Juvy A. Cardines
		Jose Israel Maravilles
		Sharon Ann Iyog
	April Rose Alcala	



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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

		Mark Castañares
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Reference: DM No. 196, s. 2022 & DM No. 213, s. 2022

- All other details of the above-mentioned activity are found in the Memorandum attached hereto.
- For immediate dissemination and compliance of the concerned.

CRISTY C. EPE
 Schools Division Superintendent *6/30/22*

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
22-86847
 DATE: JUL 06 2022 TIME: 2:20 PM
 BY:



Republic of the Philippines
Department of Education
DAVAO REGION

RECEIVED
80847
21 JUN 2022 TIME: 1:36 pm
BY: [Signature]

Office of the Regional Director

LR4

REGIONAL MEMORANDUM
ASD-2022-023

To : All Schools Division Superintendents

Subject: NEW SCHEDULE OF THE VIRTUAL ORIENTATION ON THE
DOCUMENTED INFORMATION PROCEDURE AND
KNOWLEDGE MANAGEMENT PROCEDURE

Date : June 20, 2022

The Virtual Orientation on the Documented Information Procedure and Knowledge Management Procedure, which is scheduled on June 30 – July 1, 2022, will be moved to **July 5-6, 2022**, same time and platform. The new link will be sent to the email addresses of the participants, one day prior to the conduct of the activity.

For information and strict compliance.

[Signature]
ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED

By: [Signature]
Date: 06/21/2022 Time: 12:48 pm
0622-4370

Enclosed: As Stated.

ROA2/jtg





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

**VIRTUAL ORIENTATION ON THE DOCUMENTED INFORMATION
 PROCEDURE AND KNOWLEDGE MANAGEMENT PROCEDURE**

July 5-6, 2022
 via Google Meet

PROGRAM OF ACTIVITIES

Time	Activity	In-Charged
Day 1 - July 5, 2022		
09:00 AM - 10:00 AM	<ul style="list-style-type: none"> ▪ Preliminaries <ul style="list-style-type: none"> - Phil. National Anthem - Prayer - Davao Regional Hymn - DepEd Quality Policy - Health Protocol - Acknowledgement of Participants - Welcome Message - Rationale 	QMS Secretariat AVP AVP AVP AVP Danilo M. Canda Allan G. Farnazo Emmanuel Alpha D. Sicam
10:00 AM - 12:00 NN	<ul style="list-style-type: none"> ▪ Orientation Proper <ul style="list-style-type: none"> ➢ Knowledge Management Team (KMT) ➢ Documented Information Procedure 	Nelma Lyn R. Baroja Team Leader, KMT Janice T. Gamalong Member, KMT
12:00 NN - 01:00 PM	<ul style="list-style-type: none"> ▪ Lunch Break 	
01:00 PM - 4:00 PM	<ul style="list-style-type: none"> ▪ Workshop 	
Day 2 - July 6, 2022		
09:00 AM - 09:30 AM	<ul style="list-style-type: none"> ▪ Preliminaries <ul style="list-style-type: none"> - Prayer - Nationalistic Song 	QMS Secretariat AVP AVP
09:30 AM - 12:00 NN	<ul style="list-style-type: none"> ▪ Orientation Proper <ul style="list-style-type: none"> ➢ Knowledge Management Procedure 	Analiza C. Almazan Member, KMT
12:00 NN - 01:00 PM	<ul style="list-style-type: none"> ▪ Lunch Break 	
01:00 PM - 3:00 PM	<ul style="list-style-type: none"> ▪ Workshop 	
03:00 PM - 04:00 PM	<ul style="list-style-type: none"> ▪ Ways Forward ▪ Closing Program 	Emmanuel Alpha D. Sicam QMS Secretariat





Republic of the Philippines
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**VIRTUAL ORIENTATION ON THE DOCUMENTED INFORMATION
 PROCEDURE AND KNOWLEDGE MANAGEMENT PROCEDURE**

July 5-6, 2022
 via Google Meet

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10:00 AM – 12:00 NN	<ul style="list-style-type: none"> ▪ Orientation Proper <ul style="list-style-type: none"> ➢ Knowledge Management Team (KMT) ➢ Documented Information Procedure 	Nelma Lyn R. Barnija, Team Leader, KMT Janice T. Gamalong Member, KMT
12:00 NN – 01:00 PM	▪ Lunch Break	
01:00 PM – 4:00 PM	▪ Workshop	
Day 2 – July 6, 2022		
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12:00 NN – 01:00 PM	▪ Lunch Break	
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03:00 PM – 04:00 PM	<ul style="list-style-type: none"> ▪ Ways Forward ▪ Closing Program 	Emmanuel Alpha D. Sicam QMS Secretariat



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

April 4, 2022

DIVISION MEMORANDUM
No. 196, s. 2022

**COMPOSITION OF THE QUALITY MANAGEMENT SYSTEM (QMS) TEAMS AND
SCHEDULE OF NQMS TRAININGS IN THE SCHOOL DIVISIONS OFFICE (SDOs)**

To: Asst. Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
All Section and Unit Heads
All Other Personnel Concerned

2. Pursuant to DepEd Order 009, s. 2021 known as the *Institutionalization of a Quality Management System in the Department of Education*, the Regional Office announces thru the enclosed unnumbered Regional Memorandum (RM) dated March 23, 2022, its provision of technical assistance to all SDOs in Region XI in setting up and aligning the SDO's existing Management System to the requirements of **One DepEd, One QMS** that is certifiable to ISO 9001:2015 standard.
3. Relative to this, the Region has directed the submission of the Division QMS Teams on or before April 8, 2022. Below is the composition of the SDO Digos City QMS Teams who shall act as Focal Persons for the different responsibilities stipulated in the above-mentioned DepEd Order including the documentary requirements that may be required during the NQMS activities.

QMS TEAMS	COMPOSITION	NAMES
1. Top Management	SDS ASDS	Cristy C. Epe Basilio P. Mana-ay, Jr.
2. Quality Management Representative	No position indicated	Clarence S. Pillerin
3. Quality Management System Secretariat	Team Leader: Members: (8 members)	Eleser D. Mateo Ramel Ayop Geraldine Ranara Alnie Ymalay Sharon Ann Iyog April Rose Alcala Ruben Evarretta Qumran M. Loyola Danica Lagunsa

Encls: Unnumbered Regional Memorandum
Unnumbered Regional Advisory

References: DO No. 014, s.2022

To be indicated in the Perpetual Index under the following subjects:
QUALITY MANAGEMENT SYSMTE (QMS)

cuy: guidelines on the conduct of evaluation on homeschooling program applications of public and private educational institutions in consonance with do 001, s.2022 or the revised policy guidelines on homeschooling program
April 7, 2022



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

4. Risk Management Team	Team Leader: SDS Deputy Team Leader: ASDS Members: 1. SGOD Chief 2. CID Chief 3. PRME Unit (4) 4. Information Officer	Cristy C. Epe Basilio P. Mana-ay, Jr. Sollie B. Oliver Beverly S Daugdaug Xavier S. Fuentes Airon M. Alejandro Eleser D. Mateo Cecile C. Uy Gervasio Salinas, Jr.
5. Internal Quality Audit Team	Team Leader: Deputy TL: All SGOD Personnel (7; as Members) 5 other Members	Clarence Pillerin Sollie B. Oliver Cherrie Ann B. Bohol Peter-Jason C. Senarillos Ronald B. Dedace Helen B. Franconas Reyzen Monserate Julie Anne P. Ampa Maria Leonora P. Salazar Jem Boy Cabrella Nory Alegarbes Neptune L. Tambilawan Myhrra Faye Ll. Bontia Clarisse Joy L. Arnaez-Llaban
6. Knowledge Management Team	CID Chief Deputy TL ICTU Records Section PRME Office Information Officer	Beverly S. Daugdaug Mishel Cadungog Stephen Pascual Thonver Sampaga Jessrael Bingel Aleli M. Chiong Helena Solon Vincent Sambra Xavier S. Fuentes Airon M. Alejandro Eleser D. Mateo Cecile C. Uy Tito M. Endrina
7. Quality Workplace Team	AO-V Deputy TL Asset Management Section	Francis Jude Alcomendras Jayzon Cardines Marcelino Ranollo, Jr. Reynante Fantonnial Joel Estumo Ferdinand Magdadaro

Encls: Unnumbered Regional Memorandum
Unnumbered Regional Advisory
References: DO No. 014, s.2022
To be indicated in the Perpetual Index under the following subjects:
QUALITY MANAGEMENT SYSMTE (QMS)