



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2025-063

To: : Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 Concerned Personnel

Subject : **ONE DEPED, ONE QMS: SERIES OF SEMINAR-WORKSHOPS**

Date : February 7, 2025

This is in reference to Regional Memorandum PPRD-2024-123 dated October 8, 2024 signed by Allan G. Farnazo, Director IV, re: One DepEd, One QMS for Region XI Schools Division Offices.

Along this line, Series of Seminar-Workshops will be conducted in Davao City. Attached is the copy of the Division Quality Management Team Composition and its schedule of activities.

Meals, snacks, accommodation and travel expenses of the participants shall be charged Division MOOE/local funds subject to usual accounting and auditing rules and regulations.

For the information and compliance with by all concerned.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

[Handwritten signature]

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 DATE: FEB 10 2025 TIME: 9:30 AM
 BY: *[Handwritten initials]*

Enclosed: As stated
 SGOD/rbd



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ONE DEPED, ONE QMS: SERIES OF SEMINAR-WORKSHOPS

February 20-21, 2025

Training and Advocacy	Sollie B. Oliver, JD, MATE	Team Leader
	Ronald B. Dedace	Deputy Team Leader
	Janice Alquizar	Member
	Ruben Evaretta	Member
	Rowena Magdayao	Member
	Mary Joy Fortun	Member
	Niel Bongcayao	Member
	Angel Bisaga, Jr.	Member
	Jose Israel Maravilles	Member
	Jessica G. Lucero	Member
Cheerie Anne B. Bohol		

March 20-23, 2025

RISK MANAGEMENT	Ida I. Juezan	Team Leader
	Peter-Jason C. Senarillos	Deputy Team Leader
	Francis Jude D. Alcomendras	Member
	Airon Alejandro	Member
	Claire Marris Moral	Member
	Russel Kevin T. Maurin	Member

April 24-25, 2025

Knowledge Management	Beverly S. Daugdaug, EdD	Team Leader
	Clarence S. Pillerin	Deputy Team Leader
	Atty. Rodel Pagayon	Member
	Stephen Pascual	Member
	Zandria M. Sy	Member
	Joan M. Niones	Member
	Leilani Señires	Member
	Inda Nacua	Member
	Ivy Solano	Member
	Rowena M. Magdayao	Member

May 22-23, 2025

Quality Workplace	Francis Jude D. Alcomendras	Team Leader
	Mhyrra Faye L. Balingit	Deputy Team Leader
	Atty. Clarisse Joy L. Arnaez-Llaban	Member



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Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

	Dr. Micah A. Fuentes	Member
	Daissy Jane Sanoy	Member
	Ma. Florinel G. Gallardo	Member
	Vincent Zambra	Member
	Jayzon T. Cardines	Member
	Marcelino Ranollo, Jr.	Member
	April Rose Alcala	Member
	Heidi Escalona	Member

July 21-25, 2025 (within)

Internal Audit	Sollie B. Oliver, JD, MATE	Team Leader
	Cherrie Anne Bohol	Deputy Team Leader
	Marjun B. Rebosquillo	Member
	Reyzen O. Monserate	Member
	Mark Castañares	Member
	Cherry Rossette E. Oliva	Member
	Clarence S. Pillerin	Member
	Gervasio R. Salinas, Jr.	Member
	Jem Boy B. Cabrella	Member
	Eleser Mateo	Member



Republic of the Philippines
Department of Education
DAVAO REGION

October 08, 2024

REGIONAL MEMORANDUM
PPRD-2024-123

ONE DEPED, ONE QMS FOR REGION XI SCHOOLS DIVISION OFFICES

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. Attached is DepEd Order No. 009, Series 2021, titled "Institutionalization of a Quality Management System (QMS) in the Department of Education." This order aims to enhance the delivery of quality basic education services across all levels of governance, including the central office (CO), regional offices (ROs), schools division offices (SDOs), and schools/community learning centers (CLCs).
2. This Office will provide technical assistance for the implementation of the National Quality Management System (NQMS) to all Schools Division Offices through a series of training sessions hosted by the designated SDOs, as outlined in Annex 1.
3. For any clarifications, please reach out to the Policy, Planning and Research Division of this Office through Emmanuel Alpha D. Sicam.

ALLAN G. FARNAZO
Director

Encl.: As stated
ROP3/eads

DEPARTMENT OF EDUCATION - DAVAO REGION
RECORDS SECTION
RELEASED

DATE: Oct. 09, 2024
TIME: 39611



Republic of the Philippines
Department of Education
 DAVAO REGION

ANNEX I

TRAININGS AND ACTIVITIES

NO.	TITLE	DESCRIPTION	TARGET PAX	DATE	HOST SDO
1	ISO 9001 Awareness Seminar	This seminar/workshop will introduce the fundamentals of ISO certification and its requirements. It will also provide an overview of the Planning Documents for the National Quality Management System (NQMS) and outline how these will be implemented by the Schools Division Offices (SDOs) in Region XI.	1 QMR Team Leaders of: 1 RMT 1 KMT 1 TAT 1 IAT 1QWT 1 Representative per Unit/Section	January 21 – 24, 2025	
2	Training and Advocacy Training	This training focuses on implementing the Training Advocacy Procedure, with an emphasis on NQMS-related trainings conducted by SDO personnel.	<u>5 per SDO</u> Team Leader of: 1 TAT 4 members of TAT	February 20 – 21, 2025	
3	Risk Management Training	This training provides an in-depth understanding of how Risk Management should be implemented within the NQMS, based on ISO 31000.	<u>5 per SDO</u> 1 QMR RMT Team Leader 3 RMT Members	March 20 – 23, 2025	
4	Knowledge Management Training	This training offers guidance on implementing knowledge management and controlling documented information related to NQMS documents and records.	<u>5 per SDO</u> 1 QMR 1 KMT Team Leader 3 KMT Members	April 24 – 25, 2025	
5	Quality Workplace Training	This training equips participants with the knowledge and skills to implement the Quality Workplace Manual of the Schools Division Offices.	<u>5 per SDO</u> QWT 1 Team leader 4 members	May 22– 23, 2025	



Republic of the Philippines
Department of Education
DAVAO REGION

6	Internal Audit Training	This training focuses on the requirements of ISO 19011:2018 for conducting internal audits in the Schools Division Offices. It will be facilitated by an IRCA CQI-accredited trainer as specified in the PAWIM	5 per SDO IQAT 1 Team leader 4 members	June 23-27, 2025	
7	Inter-Division Internal Audit	This activity will be conducted simultaneously by all SDOs in Region XI. Internal auditors will be assigned randomly to various SDOs and facilitated by a representative from the Regional Office.	5 per SDO IAT 1 Team leader 4 members	July 21-25, 2025	
8	Readiness Assessment	This activity will be conducted simultaneously by all SDOs in Region XI. Regional Office internal auditors will be assigned randomly to various SDOs to carry out the readiness assessment.	RO IQA Team	August 18-22, 2025	All SDOs
9	Stage 1 External Audit	A Stage 1 audit in the ISO certification process, often referred to as "document review," is a preliminary assessment that focuses on evaluating the SDOs readiness for the full Stage 2 audit.	SDO personnel RO Representatives	September 2025	All SDOs
10	Stage 2 External Audit	A Stage 2 audit in the ISO certification process is a comprehensive evaluation that assesses the effectiveness of an organization's management system in practice.	SDO personnel RO Representatives	October 2025	All SDOs
11	ISO 9001 Awarding			December 2025	All SDOs



Republic of the Philippines
Department of Education

24 FEB 2021

DepEd ORDER
No. **009** s. 2021

**INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Division Chiefs
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed Guidelines on the **Institutionalization of a Quality Management System (QMS)** certifiable to ISO 9001 standards toward consistent, effective and efficient delivery of basic education services across all levels of governance: central office, regional offices, schools division offices, and schools/community learning centers (CLCs).
2. This is pursuant to Executive Order No. 605, s. 2007 titled *Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program (GQMP)*, which directs all departments and agencies of the Executive branch to adopt a QMS as part of the implementation of a government-wide quality management program.
3. Furthermore, this is in line with the Department's thrust to deliver citizen-centric quality public service as evidenced by its consistent accomplishment of agency performance targets.
4. This Order aims to provide DepEd offices and schools/CLCs with guidelines and standards to integrate DepEd internal systems and processes, upgrade people capacity, ensure consistency in the delivery of quality services, and foster continuous improvement that will result in enhanced and sustained client satisfaction. Private educational institutions are encouraged to adopt these guidelines and establish a QMS.
5. All other QMS-related DepEd issuances, rules and regulations, as well as provisions, which are inconsistent with this policy are repealed, rescinded, or modified accordingly.
6. For more information, please contact the **Bureau of Human Resource and Organizational Development**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at nqmssupport@deped.gov.ph or at telephone number (02) 8633-5375.

7. Immediate dissemination of and strict compliance with this Order are directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

References:
DepEd Order No. 43, s. 2010
DepEd Memorandum No. 035, s. 2020



To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CERTIFICATION
PERFORMANCE
RULES AND REGULATIONS
SCHOOLS
SERVICE

DJP/SMMA/JD - DO Institutionalization of OMS
June 11/December 17, 2020



Republic of the Philippines
Department of Education
 DAVAO REGION

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 Website: www.depedroxi.ph





Republic of the Philippines
Department of Education

24 FEB 2021


DepEd ORDER
No. **009** s. 2021

**INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
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All Others Concerned

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Encl.:
As stated

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DJP/SMMA/JD - DO Institutionalization of OMS
June 11/December 17, 2020



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DEPED-OSEC-440329



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 052

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Concerned Schools Division Office Personnel

Subject : RECOMPOSITION OF DIVISION QUALITY MANAGEMENT SYSTEM
(QMS) TEAM

Date : January 27, 2025

1. Relative to RM PPRD-2024-149, titled "One DepEd, One QMS for Region XI Schools Division Offices", and DepEd Order No. 009, series 2021, titled "Institutionalization of a Quality Management System (QMS) in the Department of Education," this initiative aims to enhance the delivery of quality basic education services across all levels of governance, including the Central Office (CO), Regional Offices (Ros), Schools Division Offices (SDO)s, and Schools/Community Learning Centers (CLCs).

2. The following are the different team members of the Division QMS:

TEAM	QUALITY MANAGEMENT SYSTEM TEAM COMPOSITION	
QMR	Maria Genevieve T. Francisquete, CESO VI	No Position Indicated
Secretariat	Reyzen O. Monserate	Team Leader
	Leilani Señires	Deputy Team Leader
	Cecile Uy	Member
	Cherrie Anne Bohol	Member
	Ruben Evaretta	Member
	Marjun B. Rebosquillo	Member
	Mark Castañares	Member
	Chindy Bagando	Member
	Internal Audit	Sollie B. Oliver, JD, MATE
Cherrie Anne Bohol		Deputy Team Leader
Marjun B. Rebosquillo		Member
Reyzen O. Monserate		Member
Mark Castañares		Member
Cherry Rossette E. Oliva		Member
Clarence S. Pillerin		Member
Gervasio R. Salinas, Jr.		Member
Jem Boy B. Cabrella		Member
Eleser Mateo		Member
Quality Workplace	Francis Jude D. Alcomendras	Team Leader
	Mhyrra Faye L. Balingit	Deputy Team Leader
	Atty. Clarisse Joy L. Arnaez-Llaban	Member



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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

	Dr. Micah A. Fuentes	Member
	Daissy Jane Sanoy	Member
	Ma. Florinel G. Gallardo	Member
	Vincent Zambra	Member
	Jayzon T. Cardines	Member
	Marcelino Ranollo, Jr.	Member
	April Rose Alcalá	Member
	Heidi Escalona	Member
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	Peter-Jason C. Senarillos	Deputy Team Leader
	Francis Jude D. Alcomendras	Member
	Airon Alejandro	Member
	Claire Marris Moral	Member
	Russel Kevin T. Maurin	Member

3. The terms and reference of the QMS Teams are the following:

A. Quality Management Representative (QMR)

- Communicate the importance of having a QMS within DepEd;
- Oversee the implementation and take accountability for the effectiveness of the QMS;
- Ensure the conformance of the QMS to the requirements of ISO 9001;
- Ensure the integrity and effectiveness of the QMS;
- Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management



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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

- Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management;
- Ensure integration of the QMS requirements into DepEd's business processes;
- Promote continuous improvement of the QMS and processes of the agency;
- Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;
- Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management; and
- Act as liaison of the Department with external parties on matters relating to QMS.

B. QMS Secretariat

- Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;
- Provide technical and administrative support to successfully implement the QMS;
- Coordinate QMS-related activities in their respective offices;
- Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
- Facilitate the delivery of specific outputs in line with the QMS;
- Assist the QMR in communicating with external parties on QMS-related matters; and
- Provide feedback and updates on QMS-related matters to the QMR.

C. Knowledge Management Team

- Implement and refer to the latest version of the Document Management Procedure, Document Matrix, and Organizational Knowledge Matrix in the PAWIM;
- Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented;
- Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;
- Oversee activities related to managing organizational knowledge and setting document management standards; and
- Provide feedback to the QMR on the status of the control documents and records.

D. Internal Quality Audit Team

- Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;
- Undergo training on ISO 19011 (Guidelines for Auditing Management System);
- Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;
- Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;
- Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement, potential non-conformities, and non-conformities raised during the Internal Quality Audits; and





Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

- Provide the findings of the IQA through the audit summary report and status of the Request for Action (RFA) to the QMR as an input to the Management Review.

E. Risk Management Team (RMT)

- Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
- Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;
- Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;
- Provide feedback and update to the QMR on the status of risk assessment and action plans;
- Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
- Ensure documentation and clear implementation of quality objectives through the review of targets and indicators of the OPCRF.

F. Quality Workplace Team (QWT)

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

G. Training and Advocacy Team (TAT)

- Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;
- Capacitate employees on the development of their Operations Manuals and Planning Documents;
- Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;
- Plan and coordinate effective deployment and efficient use of QMS Training and materials;
- Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement; and
- Provide feedback and updates to the QMR on the status of QMS-related Training and awareness.

4. For information and compliance.

Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: JAN 28 2015 TIME: 2:30 PM

Enclosed: As stated.
SGOD/rom


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



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