



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-094

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Division QMS Committees

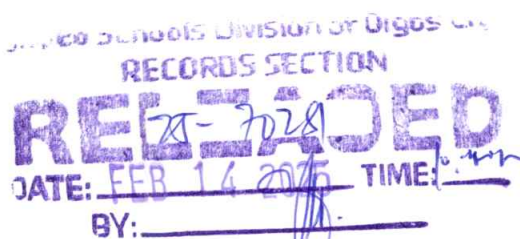
Subject : ORIENTATION ON THE READINESS ASSESSMENT OF THE QUALITY
MANAGEMENT SYSTEM (QMS) OF SCHOOLS DIVISION OFFICES

Date : February 13, 2025

1. Relative to DepEd Order 009, s. 2021 entitled "Institutionalization of the Quality Management System in the Department of Education" and DepEd Memo 014, s. 2022, "The DepEd Quality Management System Manual and Procedures and Work Instructions Manual" dated March 15, 2022, the Regional Office will conduct an **Orientation on the Readiness Assessment of the Quality Management System (QMS) of Schools Division Offices in Region XI via MS Teams on February 26, 2025 at 9:00 in the morning until 4:00 in the afternoon**. It is in line with the preparation and direction for the ISO 9001 certification for SDOs.
2. The objectives of the activity are the following:
 - a. orient QMS teams and process owners on the coverage of the assessment;
 - b. present the QMS Readiness Assessment Tools;
 - c. give a short orientation on the QMS functions of the SDO QMS Teams;
 - d. interface and provision of Technical Assistance of RO QMS Teams to SDO QMS Teams; and
 - e. Clear issues and concerns in the preparation of the QMS planning document.
3. Attached is the list of participants.
4. For information and compliance.

For and in the absence of the
Schools Division Superintendent:

Sollie B. Oliver 2/14/25
SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor - SGOD
Officer-In-Charge



Enclosed: As stated.
SGOD/rom



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Enclosure 1. List of Participants

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
	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
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	
Training and Advocacy	Sollie B. Oliver, JD, MATE	Team Leader
	Ronald B. Dedace	Deputy Team Leader



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



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Department of Education
 DAVAO REGION

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 Schools Division of Digos City
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February 11, 2025

REGIONAL MEMORANDUM
 No. 004, s. 2025

ORIENTATION ON THE READINESS ASSESSMENT OF THE QUALITY MANAGEMENT SYSTEM (QMS) OF SCHOOLS DIVISION OFFICES

To: Assistant Regional Director
 Schools Division Superintendents
 RO and SDO QMS Teams and Process Owners

1. Relative to DepEd Order 009, s. 2021 entitled "Institutionalization of the Quality Management System in the Department of Education" and DepEd Memo 014, s. 2022, "The DepEd Quality Management System Manual and Procedures and Work Instructions Manual" dated March 15, 2022, the Office will **conduct an Orientation on the Readiness Assessment of the Quality Management System (QMS) of Schools Division Offices in Region XI** via **MS Teams** on **February 26, 2025** at 9:00 in the morning until 4:00 in the afternoon. It is in line with the preparation and direction for the ISO 9001 certification for SDOs.
2. The objectives of the activity are the following:
 - a. orient QMS teams and process owners on the coverage of the assessment;
 - b. present the QMS Readiness Assessment Tools;
 - c. give a short orientation on the QMS functions of the SDO QMS Teams;
 - d. interface and provision of Technical Assistance of RO QMS Teams to SDO QMS Teams; and
 - e. Clear issues and concerns in the preparation of the QMS planning document,
3. Each SDO is required to **submit the approved composition of the SDO Internal Quality Audit Team (IQAT) ON or BEFORE February 20, 2025** through <https://tinyurl.com/SDOIQATcomposition25>, attention: Brenda S. Belonio, RO Deputy IQAT, for the master list of Region XI Internal Quality Auditors.
4. Attached are the List of Participants for the activity.
5. For information, dissemination and compliance.

DEPARTMENT OF EDUCATION - DAVAO REGION
 RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
 Director

ROQ4/bsb

By: *[Signature]* 45470 4:47p
 Date: *[Signature]* Time: Feb. 12, 2025



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedroxi.ph





Republic of the Philippines
Department of Education
 DAVAO REGION

Attachment A of RM No. 004, s. 2025

Level of Governance	Participants	No. of Pax
Regional Office	RO Top Management: -Allan G. Farnazo Director IV -Rebonfamil R. Baguio Director III	2
	QMS Teams:	
	Quality Management Representatives (QMRs)	8
	QMR Focal: Marilyn B. Madrazo – CES, PPRD	
	Members: Roy T. Enriquez – CAO, AD	
	Warlito E. Hua – CES, ESSD	
	Mary Jeanne B. Aldeguer – CES, CLMD	
	Nelma Lyn R. Barnija – CES, HRDD	
	Loradel L. Baricaua – CAO, FD	
	Jenielito S. Atillo – CES, QAD	
	Aris B. Juanillo – CES, FTAD	
	Quality Management Representatives:	
	Internal Quality Audit Team (IQAT)	
	Lead: Jenielito S. Atillo - CES, QAD	17
	Deputy: Brenda S. Belonio - EPS, QAD	
	Members:	
	Janice T. Gamalong	
	Mary Jane M. Mejorada	
	Marra B. Medrano	
	Ronnie S. Mercado	
Cherry Ann D. Into		
Isidra B. Despi		
April P. Bañados		
Atty. Lorenza C. Pitulan		
Atty. Shemelyn G. Bilbao		
Joy L. Sibonga		
Desiree B. Aquino		
Maureen Ava B. Acuña		
Jocisa Presbitero		
Agnes Sagsagat		
Glen L. Villonez		
Knowledge Management Team (KMT)	4	
Lead: Aris B. Juanillo – CES, FTAD		
Deputies: Aida P. Placencia – EPS, FTAD		
Janice T. Gamalong – SAO, AD		
Joy L. Sibonga – AO IV, AD		
Training and Advocacy Team (TAT)	3	
Lead: Nelma Lyn R. Barnija – CES, HRDD		
Deputies: Glen L. Villonez – EPS, HRDD		
Michael S. Añoda- EPS, CLMD		
Risk Management Team (RMT)	3	
Lead: Loradel L. Baricaua – CAO, FD		
Deputies: Katherine C. Datoy – SAO, FD		
Emmanuel Alpha D. Sicam- PO, PPRD		



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		Quality Workplace Team (QWT)	
		Lead: Roy T. Enriquez - CAO, AD	3
		Deputies: Charles G. Saguibo	
		Elvin A. Anajao	
		ORD-ICTU Personnel:	2
Schools Offices	Division	SDOs Top Management	22
		-SDS	
		-ASDS	
		Quality Management Representatives	11
		QMS Teams:	
		Internal Quality Audit Teams	All
		-Lead	
		-Deputy	
		-Members	
		Knowledge Management Teams	5 per SDO
Training and Advocacy Teams	5 per SDO		
Risk Management Teams	5 per SDO		
Quality Workplace Teams	5 per SDO		



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