



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-700

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

Subject : ATTENDANCE IN THE CONDUCT OF CAPACITY BUILDING ON ISO
19011:2018, ISO 9001:2015 AND DM 014, S. 2022 (THE DEPED
QMS MANUAL AND PAWIM) CUM WORKSHOP ON SDO READINESS
ASSESSMENT

Date : October 27, 2025

1. Relative to Regional Memorandum QAD-2025-062, the identified QMS Division Internal Quality Auditors are directed to attend the said activity on **November 4-8, 2025 at Eden Nature's Park, Toril, Davao City.**
2. Participants are required to bring the following;
 - Copies of ISO 19011;2018, ISO 9001:2015, and PAWIM;
 - Sample of Planning Documents, and Operations Manual;
 - Copies of approved 2025 OPCR Plan, WFP and PPMP;
 - Copy of Compendium V3.0; and
 - Laptop and extension wire
3. Participants are required to confirm attendance through tinyurl.com/CapBQMSTRegistration25.
4. Attached is the list of the participants.
5. A one day Compensatory Time Off (CTO) for the services rendered on November 8, 2025 (Saturday) shall be granted.
6. Approved Work Application Plan (WAP) shall be submitted to the Regional Office through Quality Assurance Division, attention: Brenda S. Belonio, Deputy of RO IQAT, on or before November 18, 2025. Template of the WAP is attached per DM 44, s. 2023.
7. Transportation, meals, accommodation and other incidental expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
8. For information, guidance and compliance.

Records Section
RECEIVED

DATE: Oct 28 2025 TIME: 10:02 AM

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

Enclosed: As stated.
SGOD/rom



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



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Enclosure 1. LIST OF PARTICIPANTS

Participants	Position/Designation/Office
1. Sollie B. Oliver, JD, MATE	Chief ES/Inter Audit Team Leader
2. Peter-Jason C. Senarillos	SEPS/Internal Audit Deputy Team Leader
3. Ma. Florinel G. Gallardo	Accountant III
4. Atty. Clarisse Joy L. Arnaez-Llaban	Attorney III
5. Cherry Rossette Oliva	PSDS
6. Clarence Pillerin	PSDS
7. Gervasio Salinas, Jr.	PSDS
8. Jem Boy Cabrella	EPS



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Republic of the Philippines
Department of Education
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October 20, 2025

REGIONAL MEMORANDUM
QAD-2025-062

DETAILS ON THE CONDUCT OF CAPACITY BUILDING ON ISO 19011:2018, ISO 9001:2015 AND DM 014, S. 2022 (THE DEPED QMS MANUAL AND PAWIM) CUM WORKSHOP ON SDO READINESS ASSESSMENT

To: Assistant Regional Director
Schools Division Superintendents
RO Chiefs of Functional Divisions

1. Relative to the conduct of **Capacity Building on ISO 19011:2018, ISO 9001:2015 AND DM 014, S. 2022 (The DepED QMS Manual and PAWIM) Cum Workshop on SDO Readiness Assessment) on November 4 – 8, 2025** as announced via **Regional Memorandum QAD- 2025-056** (*Quality Management System (QMS)-Internal Quality Audit Team (IQAT) Activities and Provision of Technical Assistance for Schools Division Offices in Region XI*), the following are the details of the activity:

- a. Participants are required to bring the following:
 - copies of ISO 19011:2018, ISO 9001:2015, and PAWIM;
 - Sample Planning Documents, and Operations Manual;
 - Copies of approved 2025 OPCR Plan, WFP and PPMP;
 - Copy of Compendium, v3.0; and
 - Laptop and extension wire.
- b. Training matrix, resource persons/trainers, workshop facilitators, EXECOM, technical working group members and executive committee are in the enclosures.
- c. Participants are required to confirm attendance through tinyurl.com/CapBQMSTAreistration25 **before October 25, 2025. Strictly, no proxy is allowed.**
- d. A one day Compensatory Time Off (CTO) for the services rendered on November 8, 2025 (Saturday) shall be granted.
- e. Approved Work Application Plan (WAP) shall be submitted to the Regional Office through Quality Assurance Division, *Attention: Brenda S. Belonio, Deputy of RO IQAT*, on or before November 18, 2025. Template of the WAP is attached per DM 44, s. 2023.



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Department of Education
DAVAO REGION

2. Transportation, meals, accommodation and other incidental expenses of the participants are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
3. For information, guidance and compliance.

ALLAN G. FARNAZO
Director IV

ROQ4/bsb



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Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure A: RESOURCE SPEAKERS/LEARNING FACILITATORS, AND
WORKSHOP FACILITATORS

Resource Speakers/Learning Facilitators		
Brenda S. Belonio, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879		Glenn Villonez EPS, HRDD ROXI, IQAT Member
Agnes A. Sagsagat Member, RO IQAT		Janice T. Gamalong Member, IQAT

Workshop Facilitators		
QMS Designation	Name	Functional Division
Lead, IQAT	1. Jenielito S. Atillo	QAD
Deputy, IQAT	2. Brenda S. Belonio	QAD
Members, IQAT	3. Janice T. Gamalong	AD
	4. Mary Jane M. Mejorada	CLMD
	5. Ronnie S. Mercado	FTAD
	6. Cherry Ann D. Into	PPRD
	7. Isidra B. Despi	HRDD
	8. April P. Bañados	AD-CS
	9. Atty. Lorenza C. Pitulan	ORD-Legal
	10. Atty. Shemelyn G. Bilbao	ORD-Legal
	11. Joy L. Sibonga	AD-PU
	12. Desiree B. Aquino	AD-CS
	13. Maureen Ava B. Acuña	HRDD
	14. Joeisa Presbitero	CLMD
	15. Agnes A. Sagsagat	ORD Proper
	16. Glen L. Villonez	HRDD
	17. Justin Brylle C. Villarias	ORD-PAU
	18. Zaldy Boy C. Nemenzo	AD-AMS
	19. Reissa T. Silda	ESSD
	20. Drueco, Lady Red Ivanna M.	AD-CS
	21. Saguibo, Charles G.	AD-AMS
	22. Carlo Magno G. Remolino	AD-AMS
	23. Elvin Anajao	AD-GSU



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure B: Executive Committee & Technical Working Group (TWG)

Executive Committee:		
Chair:	Allan G. Farnazo Director IV	
Co-chair:	Rebonfamil R. Baguio Asst. Regional Director	
Program Managers:	Jenielito S. Atillo CES, QAD/RO QMS Lead, IQAT Brenda S. Belonio EPS, QAD/RO QMS Deputy, IQAT	
Technical Working Group (TWG)		
Committee	Name of M&E Personnel	Terms of Reference:
Program and Invitation:	Brenda S. Belonio, EdD EPS,QAD/Deputy, RO IQAT	*Prepares and design the program and direction of activity; *Communicate the invitations to the concerned personnel in the region.
Attendance and Registration:	Darly D. Lamentac EPS, QAD/Head Secretariat, RO QMS Jomar Boy A. Cuyos, PhD EPSp II, PPRD/Secretariat, RO QMS	Ensure 100% of attendance and registration of participants
Documentation	Brenda S. Belonio, EdD EPS,QAD/Deputy, RO IQAT Darly D. Lamentac EPS, QAD/Head Secretariat, RO QMS Agnes Sagsagat AO V, AD-Personnel Member, RO IQAT Justin Brylle C. Villarias PDO II, ORD-PAU Member, RO IQAT	Capture photo documentation and make write ups on the activity vis-à-vis goals in Region XI, for public information. Ensure complete submission of the Quality Assured and approved WAP by the participants Accomplish the completion report of the activity



Republic of the Philippines
Department of Education
DAVAO REGION

Production Committee	Janice T. Gamalong SAO, AD April P. Bañados AO V, AD-Cash Section Zaldy Boy C. Nemenzo AO 1, AD-AMS Carlo Magno G. Remolino AA VI, AD-AMS Puriflor M. Limjuco - Staff, QAD Aaron G. Cubelo – Staff, QAD	*ensure all e-copies of learning resources (ISO standards, PAWIM, Forms and Templates, to be utilized in the training are uploaded in the drive, and provide link for the access; *access to RO standard forms and templates by the IQA as reference in the assessment activity; *Prepare printed training materials, hand-outs, including the printing of certificates of participation, certificate of appearance, certificate of recognition for the speakers *Haul the training materials, hand-outs, certificates, and ICT equipment to the training venue at Day 0 of the activity.
Training Manager:	Brenda S. Belonio, EdD EPS, QAD	Ensures that the implementation of the program/capacity building is implemented as planned.
Assessment Committee	Selected RO IQAs: Brenda S. Belonio (Chair) Ronnie S. Mercado Cherry Ann D. Into Mary Jane M. Mejorada Joeisa Presbitero Glen L. Villonez Janice T. Gamalong Reissa T. Silda	-ensure integrity in conducting the assessment -Served as proctors of the pretest and posttest -the chair prepares the pre and post assessments of the participants
Process Observers	All RO IQAT SDO Lead IQAT	-observe the process of conducting simulation or mock audit using standard template; -report results of the mock audit; -accomplish auditor's evaluation by the auditor and the team leader; and -RO IQAT provides technical assistance to SDO IQATs for continual improvement
Monitoring of Outputs and Dashboard:	Resource Speakers/Learning Facilitators Agnes Sagsagat AO V, AD-Personnel	Ensures that all participants have produced and submitted outputs. All outputs should be checked and processed for



Republic of the Philippines
Department of Education
DAVAO REGION

	Member, RO IQAT Reissa T. Silda Nutritionist Dietitian II Member, RO IQAT	deeper and better understanding of the topics.
QAME In-Charge:	Darly D. Lamentac QAME Associate/Head Secretariat, RO QMS	*Conducts QAME for the activity, process and analyze results. *Submits daily QAME results to the PMT and presents the overall results at the end of the activity. *provide QAME results to the external service provider and ensures commitment on the utilization of QAME results for continual improvement.
Emcee:	Maureen Ava B. Acuña EPSp II, R-NEAP	*Sets the tone of the activity. *Provide context and clarity on the flow of the program, and ensure smooth transitions between different segments/part of the program so that it flows smoothly.



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure C: Training Matrix

Topic	Time Frame	In-Charge/Speaker
Day 0 (November 3, 2025) -Registration -Briefing of TWG and Team Leaders -Orientation on the Mechanics of the Intensive Training	3:00-5:00 P.M.	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879 TWG, Team Leaders
Day 1 (November 4, 2025)		
- Opening Program - PRETEST	8:00-9:00AM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879 TWG, Team Leaders Assessment Proctors
Health Break	9:00-9:10AM	
Session 1 NMQS of the Department of Education - Institutionalization of a Quality Management System of the DepEd - Implementation of the NQMS Procedures and Work Instructions Manual (PAWIM)	9:10 A.M.- 11:10 A.M.	Janice T. Gamalong Agnes A. Sagsagat Members, IQAT
Session 2 General Introduction, Principles, and Requirements - Purpose of ISO 9001:2015 - Applying the QMS Principles - QMS Structure in Deming PDCA Cycle - Clause 4: Understanding the Organization and its Context	11:10-12:00	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
Lunch Break		
Session 3A Familiarization of the ISO 9001:2015 Clauses - Clause 5: Leadership - Clause 6: Planning	1:00-3:00PM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
Health Break	3:00-3:10PM	
Session 3B Familiarization of the ISO 9001:2015 Clauses - Clause 7: Support - Clause 8: Operation	3:10-6:00PM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
QAME	6:00PM	QAME Associate



Republic of the Philippines
Department of Education
DAVAO REGION

Day 2 (November 5, 2025)		
Topic	Time Frame	In-Charge/ Speaker
MOL Recap Day 1	7:45-8:00AM	SDO Davao City SDO Panabo City
Session 4 ISO 9001:2015 Clauses - Clause 9: Performance Evaluation - Clause 10: Improvement	8:00-9:30AM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
Health Break	9:30-9:40AM	
Workshop 1 Rekindling Clauses (Deepening the understanding of ISO 9001:2015 requirements in DepEd Context) -mapping out of documents and records in DepEd	9:40-10:40AM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879 Workshop Facilitators
Session 5: Guidelines for Auditing Management System – ISO 19011:2018 Module 1: Management System: Audit Concepts and Principles	10:40-12:00 noon	
Lunch Break		
Module 2: The QMS Auditor - Auditor’s Roles and Responsibilities - Auditor Competence - Attributes of a Good Auditor/Personal Attributes - People Involved in the Audit - Selecting Audit Team - Auditor Evaluation - Maintenance and Improvement of Auditor Competence	1:00-2:30PM	
Health Break	2:30-2:40PM	
Session 6 (Module 3A) Managing the Audit: Planning - Audit Programme - Audit Itinerary - Audit checklist - Audit Trail and Objective Evidence - Document Review - Audit Communications	2:40-5:30PM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
Module 3A Workshop per Team	5:30-6:30PM	-Resource Person/Learning Facilitator -Workshop Facilitators
QAME	6:30PM	QAME Associate



Republic of the Philippines
Department of Education
DAVAO REGION

Day 3 (November 6, 2025)		
Topic	Time Frame	In-Charge/Speaker
MOL Recap Day 2	7:45-8:00AM	Digos City Tagum City
Review of Sessions 4-6	8:00-8:30AM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
Session 7 (Module 3B) Managing the Audit: Audit Proper - Opening Meeting - Process-Based Audit - Audit Methods and Techniques - Handling Difficult Situations during the Audit - Notes Taking - Communication during the Audit - Audit Guide	8:30-10:30	
Health Break	10:30-10:40AM	
Session 8 (Module 3C) Managing the Audit: Audit Reporting - Audit Findings - Documenting Audit Findings	10:40-12:00 noon	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
Lunch Break		
Session 8 (Module 3C) Managing the Audit: Audit Reporting - Documenting Audit Findings - Preparing, Approving, and Distributing Audit Report - Preparing Audit Conclusion - Closing Meeting - RFA - Completing the Audit	1:00-3:00PM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
Health Break	3:00-3:10PM	
Workshop on Module 3C	3:10-4:30PM	Resource Person/Learning Facilitator Workshop Facilitators
Session 9 Continual Improvement Through Internal Audit - Audit Follow-Up - Continual Improvement	4:30-5:30	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
-Mechanics for the Mock Audit -Presentation of the Tool -Preparation for the Mock Audit : -Auditors -Auditees -Process Observers -IQA Tool Kit	5:30-6:30PM	Resource Person/Learning Facilitator Workshop Facilitators Process Observers Participants



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Republic of the Philippines
Department of Education
DAVAO REGION

QAME	6:30PM	QAME Associate
Day 4 (November 7, 2025)		
BREAK OUT SESSIONS		
MOL per Breakout Room	8:00-8:15AM	Facilitators Process Observers
-Mechanics for the Mock Audit -Presentation of the Schedule and time allocation of each IQA for the Mock Audit	8:15-8:30AM	Assigned RO Internal Quality Auditor
Mock Audit Proper	8:30-5:00PM	Facilitators Process Observers Participants
Recap of the Day's Activity and Provision of Technical Assistance by the RO IQA	5:00-6:00PM	Facilitators Process Observers
QAME	6:00PM	QAME Associate
Day 5 (November 8, 2025)		
Topic	Time Frame	In-Charge/Speaker
MOL	8:00-8:15AM	IGACOS Davao Del Norte
-Giving of Feedback per Team on the Mock Audit by the Facilitator/Team Leader -Sharing of Experiences on the Mock Audit by the participants -Debriefing/Post Conference • Open Forum -Take aways of auditors	8:15-10:00AM	Facilitators Process Observers Participants
Health Break	10:00-10:10AM	
Clearing of Issues and Concerns on the Conduct of IQA	10:10-10:40AM	Jenielito S. Atillo Lead, ROXI IQAT
Making of the Work Application Plan (WAP)	10:40-12:00 noon	Glenn Villonez EPS, HRDD ROXI, IQAT Member
Lunch Break		
Presentation of the macro plan on the Readiness Assessment of the Established QMS processes in SDOs	1:00-1:30 PM	BRENDA S. BELONIO, EdD Education Program Supervisor QMS Practitioner QMS Auditor CQI&IRCA UDN: 622879
Workshop: Preparation of the Itinerary Plan per SDO on the Conduct of the Readiness Assessment of the Established QMS processes	1:30-2:30PM	-Resource Person/Learning Facilitator -Workshop Facilitators



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DAVAO REGION

Submission of Outputs	2:30PM	
Post Test	2:30-3:00PM	Assessment Committee
QAME	3:00PM	QAME Associate
Closing Program Nationalistic Song Ecumenical Prayer Insights Challenge Acceptance of Challenge/Commitment Distribution of Certificates Closing Remarks	3:30-4:30PM	Davao Del Sur Davao Occidental Core/Program Management Team