

Republic of the Philippines

Department of Education

REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

10 JUNE 2022

DIVISION MEMORANDUM No. 375 s. 2022

RECONSTITUTION OF THE DIVISION QUALITY MANAGEMENT SYSTEM (QMS) TEAM

To: OIC - Assistant Schools Division Superintendent

Chief Education Supervisors

Heads, Public Elementary and Secondary Schools

Heads, Unit/Section All Others Concerned

- In compliance to DepEd Order No. 9, s.2021, Institutionalization of Quality Management System in the Department of Education, this office announces the SDO Quality Management System (QMS) Team.
- 2. The composition of QMS Team are as follows:

Top Management	Natividad P. Bayubay, CESO VI
	Schools Division Superintendent
	Antonio P. Faustino Jr.
	OIC - Assistant Schools Division Superintendent
QMR	Dr. Edwin R. Rodriguez
	CES- SGOD
QMS Secretariat	Dr. Maria Corazon A. Borbon
	Joan Kathleen T. Brizuela
	Arjoy C. Demandante
Internal Quality Audit Tear	n
Chairperson	Sancho C. Calatrava
Co-Chairperson	Mildred Z. Galleno
	Georgia P. Talabong
	Sherwin C. Quesea
	Dr. Christian J. Bables
	Louie L. Fulledo
	Dr. Jerome A. Chavez
	Dr. Maria Corazon A. Borbon
Members	Marife R. Lagar
	Alelie Padillo
	Edna Eclavea
	Juanito Domirez
	Diana Tan
	Ma. Jobelle Malijan
	Jeanette M. Buera













Brgy. Potol, Tayabas City

Risk Management Team	
Chairperson	Georgia P. Talabong
Co-Chairperson	Marife R. Lagar
	Agnes M. Luzadas
	Adrian T. Maaño
	Jobelle Maningas
	Ma. Teresa Eslacin
	Frenalyne B. Tabernilla
	Marilou Cuaterno
Members	Jennilyn Mirandilla
	Jeanette M. Buera
	Juanito Domirez
	Ma. Jobelle Malijan
-	Frederick Bulandos
	Juslyn Rose Sanchez
	Philip Nerius D.Mabilin
Quality Workplace Team	Timp Nerido Dimabilit
Chairperson	Conrado C. Gabarda
Co-Chairperson	Benjamin A. Millares
Co Champerson	Jeanette M. Buera
	Juanito Domirez
	Adrian T. Maaño
-	Jaypee Escobar
	Ermelo Escobinas
_	
Members	Nicole May R. Lagar
_	Natalio Panganiban
_	Lailani T. Omlas
_	Mariles F. Contreras
	Charlene Rago
_	Kathleen Dazo
	Johanne Razon
raining and Advocacy Team	7 11 0 B
Chairperson	Imelda C. Raymundo
Co-Chairperson	Dr. Jean Rose Rabano
	Louie L. Fulledo
	Dr. Joseph Jay Aureada
	Dr. Christian Bables
	Dr. Jerome A. Chavez
	Luzviminda Richelle F. Quintero
	Sancho C. Calatrava
	Georgia P. Talabong
Members	Mildred Z. Galleno
Wellibers	Sherwin C. Quesea
	Generosa F. Zubieta
	Edna C. Eclavea
	Ermelo Escobinas
	Kendrick C. Cabriga
	Adrian T. Maaño
	Josefina R. Oabel
	Grashiela Hernandez
Knowledge Management Team	
Chairperson	Dr. Christian A. Bables









(042) 710-0329 or (042) 785-9615







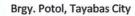
Co-Chairperson	Sherwin C. Quesea	
Members	Dr. Joseph Jay Aureada	
	Juanito Domirez	
	Marife R. Lagar	
	Kendrick C. Cabriga	

3. The following are the Duties and Responsibilities:

QMS Team	Duties and Responsibilities
Тор	✓ Lead the establishment, implementation, and monitoring
Management	of the QMS at their level;
	✓ Establish, communicate, and embody the Quality Policy
	Statement
	✓ Ensure effectiveness of the QMS using risk-based
	thinking and risk management;
	✓ Ensure that quality objectives set are aligned with
	DepEd's strategic direction, through the RPMS;
	✓ Communicate the importance of fulfilling the needs and
	expectations of all clients and stakeholders;
	✓ Determine and provide necessary resources needed to
	implement and sustain QMS implementation;
	✓ Lead and conduct the Management Review (MR) at least
	every quarter;
	✓ Ensure that constitutional mandates, statutory, and
	regulatory requirements are met; and
	✓ Designate the Quality Management Representative
	(QMR).
QMR	✓ Communicate the importance of having a QMS within
QIVIIC	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;
	✓ 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
The same of the sa	✓ Act as a liaison of the Department with external parties
QMS	on matters relating to QMS. ✓ Coordinate effective deployment and efficient use of
Secretariat	Coordinate encetive deproyment and emercia acc or
Secretariat	human, financial, and other physical resources for the
	QMS;



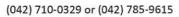














	✓ Provide technical and administrative support to successfully implement the QMS;
	✓ Coordinate QMS-related activities in their respective offices;
	✓ Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
	✓ Facilitate the delivery of specific outputs in line 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.
Internal Quality Audit	✓ Implement and refer to the latest version of the internal Quality Audit Procedure in the PAWIM;
Team	✓ 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
	✓ Provide the findings of the IQA through the audit
	summary report and status of Request for Action (RFA)
Risk	to the QMR as an input to the Management Review. ✓ Implement and refer to the latest version of the Risk
Management Team	Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
ream	✓ 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 in the OPCRF.
Quality	✓ Ensure consistent implementation of Quality Workplace
Workplace Team	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



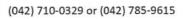














	of workplace management.
Training and Advocacy Team	 ✓ Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy; ✓ Capacitate employees on the development of their Operations Manuals and Planning Documents; ✓ 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.
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 MR on the status of the control documents and records.

4. Immediate dissemination and compliance of this memorandum is desired.

NATIVIDAD P. BAYUBAY, CESO VI

Schools Division Superintendent

Encl.:

As stated

Reference:

DepEd Order No.009,s.2021

To be indicated in the Perpetual Index under the following subjects: Quality Management System















