



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

Division Memorandum  
 No. 0152, s. 2024

22 FEB 2024

**CONSTITUTION OF DIVISION QUALITY MANAGEMENT SYSTEM (QMS)  
 STEERING COMMITTEE**

To: Assistant Schools Division Superintendents  
 Chief Supervisors, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors/ DICs  
 Section and Unit Heads  
 All Others Concerned

- In preparation of the implementation of a **One DepEd, One QMS as stated in the DepEd Order No. 009, s. 2021 or the Institutionalization of a Quality Management System (QMS)**, this office hereby constitutes the Division Quality Management System (QMS) Steering Committee as follows:

TOP MANAGEMENT	FUNCTIONS/ RESPONSIBILITIES
Neri C. Ojastro EdD, CESO V Schools Division Superintendent	<ul style="list-style-type: none"> <li>Lead the establishment, implementation, and monitoring of the QMS at their level;</li> <li>Establish, communicate, and embody the Quality Policy Statement;</li> <li>Ensure effectiveness of the QMS using risk- based thinking and risk management;</li> <li>Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS;</li> <li>Communicate the importance of fulfilling the needs and</li> </ul>
Ernesto Q. Alas- As Jr., CESE OIC- Asst. Schools Division Superintendent QMS - Focal	
Romel Victor A. Villahermosa OIC- Asst. Schools Division Superintendent	
Carmelita A. Alcala EdD OIC- CID Chief	
Rachel B. Picardal EdD SGOD – Chief	

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	<p>expectations of all clients and stakeholders;</p> <ul style="list-style-type: none"> <li>• Determine and provide necessary resources needed to implement and sustain QMS implementation;</li> <li>• Lead and conduct the Management Review (MR) at least every quarter;</li> <li>• Ensure that constitutional mandates, statutory, and regulatory requirements are met; and</li> <li>• Designate the Quality Management Representative</li> </ul>
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<b>QUALITY MANAGEMENT REPRESENTATIVE (QMR)</b>	<b>FUNCTIONS/ RESPONSIBILITIES</b>
Dae P. Habalo	<ul style="list-style-type: none"> <li>• Communicate the importance of having a QMS within DepEd;</li> <li>• Oversee the implementation and take accountability for the effectiveness of the QMS;</li> <li>• Ensure the conformance of the QMS to the requirements of ISO 9001;</li> <li>• Ensure the integrity and effectiveness of the QMS;</li> <li>• Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management;</li> <li>• Reports audit results, identified targets, opportunities for improvement, and other QMS-</li> </ul>

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	<p>related matters to the Top Management;</p> <ul style="list-style-type: none"> <li>• Ensure integration of the QMS requirements into DepEd’s business processes;</li> <li>• Promote continuous improvement of the QMS and processes of the agency;</li> <li>• Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;</li> <li>• Oversee the operations of the QMS secretariat each QMS Team and report to the Top Management; and</li> <li>• Act as liaison of the Department with external parties on matters relating to QMS.</li> </ul>
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<b>QMS SECRETARIAT</b>	<b>FUNCTIONS/ RESPONSIBILITIES</b>
<p>Geraldine B. Olmillo EdD – Chair</p> <p>Members            Ma. Irene Cecilia A. Elemia            Jerry Mar B. Vadil            Elmar L. Cabrera</p>	<ul style="list-style-type: none"> <li>• Coordinate effective deployment and efficient use of human, financial, and other physical resources of the QMS;</li> <li>• Provide technical and administrative support to successfully implement the QMS;</li> <li>• Coordinate QMS – related activities in their respective offices;</li> <li>• Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;</li> <li>• Facilitate the delivery of specific outputs in line with the QMS;</li> </ul>



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	<ul style="list-style-type: none"> <li>• Assist the QMS in communicating with external parties on QMS-related matters; and</li> <li>• Provide feedback and updates on QMS- related matters to the QMR.</li> </ul>
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<b>KNOWLEDGE MANAGEMENT TEAM (KMT)</b>	<b>FUNCTIONS/ RESPONSIBILITIES</b>
Antonio B. Baguio Jr. EdD - Chair  Members Tara Gay S. Dapat Maricel S. Rasid Jian A. Diaz	<ul style="list-style-type: none"> <li>• Implement and refer to the latest version of the Document Matrix, and Organizational Knowledge Matrix in the PAWIM;</li> <li>• Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented;</li> <li>• Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;</li> <li>• Oversee activities related to managing organizational knowledge and setting document management standards; and</li> <li>• Provide feedback to the QMR on the status of the control documents and records.</li> </ul>



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<b>INTERNAL QUALITY AUDIT TEAM (IQAT)</b>	<b>FUNCTIONS/ RESPONSIBILITIES</b>
<p>Renante A. Juanillo EdD - Chair</p> <p>Members Ruby Jean Estrellita M. Bidaure JD Jennifer P. Piodos Teofan C. Gallosa</p>	<ul style="list-style-type: none"><li>• Implement and refer to the latest version of the Internal Quality Procedure in the PAWIM;</li><li>• Undergo training on ISO 19011 (Guidelines for Auditing Management System);</li><li>• Determine the conformance of the QMS with planned arrangements and the requirements of ISO 9001;</li><li>• Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;</li><li>• 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</li><li>• Provide findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as an input to the Management Review.</li></ul>



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<b>RISK MANAGEMENT TEAM (RMT)</b>	<b>FUNCTIONS/ RESPONSIBILITIES</b>
<p>Atty. Marjorie D. Porcina - Chair</p> <p>Members            Remylin V. Gao-gao            Jeylene E. Cerial            Lydia D. Cacas</p>	<ul style="list-style-type: none"> <li>• Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in PAWIM;</li> <li>• Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;</li> <li>• Provide technical assistance in the accomplishments of the Risk and Opportunity Registry per office;</li> <li>• Provide feedback and update to the QMR on the status of risk assessment and action plans;</li> <li>• Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and</li> <li>• Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.</li> </ul>

<b>QUALITY WORKPLACE TEAM (QWT)</b>	<b>FUNCTIONS/ RESPONSIBILITIES</b>
<p>Engr. Phillip C. Tubog - Chair</p> <p>Members            Karl T. Credo EdD            Joseph R Gimena            Engr. Erwin C. Pinuto</p>	<ul style="list-style-type: none"> <li>• Ensure consistent implementation of Quality Workplace Standards;</li> <li>• Collaborate with concerned office/ personnel to ensure a conducive and safe work/ school environment to improve productivity;</li> <li>• Monitor and evaluate cleanliness, orderliness and safety at the school</li> </ul>



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	or workplace in conformance to the Quality Workplace Standards to be issued separately; and <ul style="list-style-type: none"> <li>• Provide feedback and updates to the QMR on the status of workplace management.</li> </ul>
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<b>TRAINING AND ADVOCACY TEAM (TAT)</b>	<b>FUNCTIONS/ RESPONSIBILITIES</b>
Regina Clarina E. Empeso EdD - Chair  Members Iryll Mae S. Macahig Dennis Charl F. Andalajao Karla P. Antonio	<ul style="list-style-type: none"> <li>• Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;</li> <li>• Capacitate employees on the development of their Operations Manuals and Planning Documents;</li> <li>• Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;</li> <li>• Plan and coordinate effective deployment and efficient use of QMS training and materials;</li> <li>• Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement; and</li> <li>• Provide feedback and updates to the QMR on the status of QMS related training and awareness.</li> </ul>



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2. This memorandum serves as **Designation Order**.
3. For guidance, and compliance of all concerned.

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent

2/20/24

  
NCO/EQA-RVAW/SGOD/RBP/glo



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