



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 006, s. 2024

1 JAN 05 2024

**TRAINING WORKSHOP ON THE QUALITY MANAGEMENT SYSTEM
REQUIREMENTS AND DOCUMENTATION**

To: OIC - Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2021 titled ***Institutionalization of a Quality Management System (QMS) in the Department of Education*** that mandates the establishment of QMS across all governance levels, this Office will conduct a **Training Workshop on the Quality Management System Requirements and Documentation** on **January 10-12, 2024** at the **New Conference Hall** of SDO Kabankalan City.
2. At the end of the three-day activity, it is expected that the participants will be able to:
 - a. identify the documentary requirements of ISO 9001:2015,
 - b. explain the salient features of DepEd Order No. 009, s. 2021 and Department Memorandum No. 014, s. 2022 titled The DepEd Quality Management System Manual and Procedures and Work Instructions Manual (PAWIM),
 - c. gain an in-depth understanding of the documentation requirements and processes essential for establishing and maintaining QMS within the Department of Education, and
 - d. craft the Office Planning Documents, Operations Manual, and Quality Control Plan (QCP).
3. The participants to this activity are the Quality Management Representative (QMR), Secretariat, and QMS Teams. See Enclosure No. 1 for the list of participants.
4. The Matrix of the program is attached as Enclosure No. 2 to this Memorandum.
5. During the activity, participants are advised to bring a copy of the approved Division Education Development Plan (DEDP), soft copies of DepEd Order No. 009, s. 2021 and DepEd Memorandum No. 014, s. 2022, and a laptop.

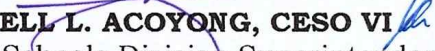


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6. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or any other similar factor/circumstances that run counter to the principles of equal opportunity.

7. For questions regarding this communication, send SMS (text) to QMS Secretariat Rebonie F. Emboltorio, PhD at 09199469114/Aldrin T. Ballentos at 09275758081.

8. Immediate dissemination of and compliance with this Memorandum are desired.


MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 006, s. 2024

**PARTICIPANTS TO THE TRAINING WORKSHOP ON THE QUALITY
MANAGEMENT SYSTEM REQUIREMENTS AND DOCUMENTATION**

January 10-12, 2024

New Conference Hall, SDO Kabankalan City

No.	Name	Designation
1	Cecilia G. Abello, PhD	Quality Management Representative
2	Rebonie F. Emboltorio, PhD	Secretariat
3	Aldrin T. Ballentos	Secretariat
Risk Management Team		
4	Julieta V. Gempison, PhD	Lead, RMT
5	Atty. Nonielon P. Pescadera	Member
6	Junry M. ESparar, PhD	Member
7	Arnie G. Besas	Member
8	Jewelyn Q. Cadigal	Member
9	Meralie Mae B. Gualdrapa, CPA, MBA	Member
10	Lyn Rose E. Otea	Member
11	Chris B. Erabon	Member
Knowledge Management Team		
12	Junry M. Esparar, PhD	Lead, KMT
13	Archiebal A. Poyogao	Member
14	Dino Alexandrinos Xenos M. Lopez	Member
15	Arnie G. Besas	Member
16	Jewelyn Q. Cadigal	Member
17	Mary Helen M. Bocol	Member
18	Eden Joy B. Nifras	Member
Internal Quality Audit Team		
19	Jonalyn A. Dela Cerna	Lead, IQAT
20	Sheina S. Saquian	Member
21	Kean Von G. Yupracio	Member
22	Dexyll Garl G. De Jesus	Member
23	Analie V. Almaiz	Member
24	Jacqueline B. Dagonan	Member
25	Jolly G. Gariando	Member
26	Chris G. Erabon	Member
27	Jorel Q. Diagmel	Member
28	Ann Yvonne B. Vingno	Member
29	Jane Marie C. Oyog	Member
Training and Advocacy Team		
30	Eulyne D. Lucerna	Lead, TAT
31	Xyzette V. Ganza, PhD	Member
32	Sheina S. Saquian	Member
33	Rene S. Erillo	Member



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34	Kean Von G. Yupracio	Member
35	Dexyll Garl G. De Jesus	Member
Quality Workplace Team		
36	Arnold S. Magdaet	Lead, QWT
37	Rictee I. Resano	Member
38	Engr. Raymond G. Noquilla	Member
39	Dr. Amely Love C. Gelsanao	Member
40	Charity S. Sasuman	Member
41	Meralie Mae B. Gualdrapa, CPA, MBA	Member
42	Lyn Rose E. Otea	Member
43	Jorel Q. Diagmel	Member



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Enclosure No. 2 to Division Memorandum No. 006 s. 2024

TRAINING WORKSHOP ON THE QUALITY MANAGEMENT SYSTEM REQUIREMENTS AND DOCUMENTATION

January 10-12, 2024

New Conference Hall, SDO Kabankalan City

ACTIVITY MATRIX

TIME	Day 1 January 10, 2024	Day 2 January 11, 2024	Day 3 January 12, 2024
8:00 a.m. – 8:30 a.m.	Preliminaries	Management of Learning	
8:31 a.m. – 10:00 a.m.	Overview of the ISO 9001:2015 Jonalyn A. Dela Cerna Lead, IQAT	Inputs on the Preparation of Planning Documents Jonalyn A. Dela Cerna Lead, IQAT	Workshop on the Preparation of the Office Operations Manual
10:01 a.m. – 12:00 NN		Workshop on the Preparation of Planning Documents	Presentation of Outputs & Critiquing
12:01 p.m. – 1:00 p.m.	LUNCH BREAK		
1:01 p.m. – 3:00 p.m.	National Quality Management System Rebonie F. Emboltorio, PhD Secretariat	Presentation of Outputs & Critiquing	Inputs on the Preparation of the Office Quality Control Plan Rebonie F. Emboltorio, PhD Secretariat
3:01 p.m. – 5:00 p.m.		Inputs on the Preparation of the Office Operations Manual Rebonie F. Emboltorio, PhD Secretariat	Workshop on the Preparation of the Office Quality Control Plan Presentation of Outputs & Critiquing



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