



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

DIVISION MEMORANDUM
NO. 256, s. 2023

JUL 11 2023

CONSTITUTING THE DIVISION QUALITY MANAGEMENT SYSTEM

To: OIC - Asst. Schools Division Superintendent
Chiefs, CID & SGOD
OSDS, CID, & SGOD Personnel

1. Pursuant to Executive Order No. 605, s. 2007, otherwise known as Institutionalizing the Structure and Standards to Implement the Government Quality Management Program (GQMP) and in consonance with the DepEd Order No. 9, s. 2021 or the Institutionalization of a Quality Management System in the Department of Education. SDO Kabankalan City hereby constitutes its Division five (5) QMS Teams follows:

Top Management: Michell L. Acoyong, CESO VI

Lea C. Belleza

Quality Management Representative (QMR):

Julieta V. Gempison

Quality Management System Secretariats:

Jonalyn A. Dela Cerna

Aldrin T. Ballentos

A. Risk Management Team

Arnold S. Magdaet

Cecilia G. Abello

Junry M. Esparar

Arnie G. Besas

Jewelyn Q. Cadigal

Jolly G. Gariando

Anne Yvonne B. Vingno

Meralie Mae Gualdrapa

Lyn Rose E. Otea

Chris G. Erabon

B. Knowledge Management Team

Junry M. Esparar

Archiebal A. Poyogao

Dino Alexandrinos Xenos M. Lopez

Arnie G. Besas

Saturnino T. Pabalinas Jr.

Analie V. Almaiz

Jacqueline B. Dagunan

Jewelyn Q. Cadigal





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C. Internal Quality Audit Team

Cecilia G. Abello
Julieta V. Gempison
Jonalyn A. Dela Cerna
Aldrin T. Ballentos
Sheina S. Saquian

Aldrin T. Ballentos
Kean Von G. Yupracio
Dexyll Garl G. De Jesus

D. Training and Advocacy Team

Junry M. Esparar
Cecilia G. Abello
Xyzette V. Ganza
Mary Helen M. Bocol
Eulyne D. Lucerna
Aldrin T. Ballentos
Jonalyn A. Dela Cerna

Jolly G. Gariando
Mary Joan G. Dayon
Rene S. Erillo
Romeo G. Poyogao
Sheina S. Saquian
Kean Von G. Yupracio
Jewelynn Q. Quirit

E. Quality Workplace Team

Arnold S. Magdaet
Rictee I. Resano
Raymond G. Noquilla
Aldwin Marco P. Bendo
Tristan P. Lucerna
Eduard Q. Villavicencio
Noemi M. Barañao

Elvie R. Verde
Faustino T. Padilla Jr.

2. To guide each team, each designated representative and/or member indicated in the QMS structure is advised to adhere to the Terms of Reference (TOR) attached as Enclosure 1.
3. 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 of DM. 256, s. 2023

The QMS Teams - Terms of Reference

A. Top Management

The Top Management is represented by the Schools Division Superintendent and Assistant Schools Division Superintendent.

The Top Management shall have the following responsibilities:

- i. Lead the establishment, implementation, and monitoring of the QMS at their level;
- ii. Establish, communicate, and embody the Quality Policy Statement;
- iii. Ensure effectiveness of the QMS using risk-based thinking and risk management;
- iv. Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS;
- v. Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders;
- vi. Determine and provide necessary resources needed to implement and sustain QMS implementation;
- vii. Lead and conduct the Management Review (MR) at least every quarter;
- viii. Ensure that constitutional mandates, statutory, and regulatory requirements are met; and
- ix. Designate the Quality Management Representative (QMR).

B. Quality Management Representative (QMR)

The QMR shall be designated by the respective Top Management of each governance level. The QMR shall have the following responsibilities:

- i. Communicate the importance of having a QMS within DepEd;
- ii. Oversee the implementation and take accountability for the effectiveness of the QMS;
- iii. Ensure the conformance of the QMS to the requirements of ISO 9001;
- iv. Ensure the integrity and effectiveness of the QMS;
- v. Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management;
- vi. Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management;
- vii. Ensure integration of the QMS requirements into DepEd's business processes;
- viii. Promote continuous improvement of the QMS and processes of the agency;



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- viii. Promote continuous improvement of the QMS and processes of the agency;
- ix. Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;
- x. Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management; and
- xi. Act as liaison of the Department with external parties on matters relating to QMS.

C. QMS Secretariat

The members of the QMS Secretariat shall coordinate with and report to the QMR. The QMS Secretariat shall have the following responsibilities:

- i. Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;
- ii. Provide technical and administrative support to successfully implement the QMS;
- iii. Coordinate QMS-related activities in their respective offices;
- iv. Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
- v. Facilitate the delivery of specific outputs in line with the QMS;
- vi. Assist the QMR in communicating with external parties on QMS-related matters; and
- vii. Provide feedback and updates on QMS-related matters to the QMR.

D. QMS Teams

The composition of the QMS Teams is critical to ensure the operationalization of the QMS. Teams are expected to regularly communicate and collaborate within their respective offices/ schools and across each governance level, as needed, to ensure seamless and effective implementation of the QMS. Capacity building for the members of each team shall be done through a National Training of Trainers, the guidelines of which shall be provided in a separate memorandum. Below are the five (5) QMS Teams and their respective responsibilities:

A. Knowledge Management Team (KMT)

- i. Implement and refer to the latest version of the Document Management Procedure, Document Matrix, and Organizational Knowledge Matrix in the PAWIM;
- ii. Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented;





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- iii. Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;
- iv. Oversee activities related to managing organizational knowledge and setting document management standards; and
- v. Provide feedback to the QMR on the status of the control documents and records.

B. Internal Quality Audit Team (IQAT)

- i. Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;
- ii. Undergo training on ISO 19011 (Guidelines for Auditing Management System);
- iii. Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;
- iv. Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;
- v. 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
- vi. Provide the 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.

C. Risk Management Team (RMT)

- i. Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
- ii. Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;
- iii. Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;
- iv. Provide feedback and update to the QMR on the status of risk assessment and action plans;
- v. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
- vi. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.





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D. Quality Workplace Team (QWT)

- i. Ensure consistent implementation of Quality Workplace Standards;
- ii. Collaborate with concerned office/ personnel to ensure a conducive and safe work/ school environment to improve productivity;
- iii. Monitor and evaluate cleanliness, orderliness, and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately; and
- iv. Provide feedback and updates to the QMR on the status of workplace management.

E. Training and Advocacy Team (TAT)

- i. Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;
- ii. Capacitate employees on the development of their Operations Manuals and Planning Documents;
- iii. Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;
- iv. Plan and coordinate effective deployment and efficient use of QMS training and materials;
- v. Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement; and vi. Provide feedback and updates to the QMR on the status of QMS-related training and awareness.

