



**Republic of the Philippines**  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

May 02, 2023

**OFFICE MEMORANDUM**

PPRD-2023- 248

**UPDATED COMPOSITION OF THE QUALITY MANAGEMENT SYSTEM TEAMS**

To: Director III  
 Functional Division Chiefs  
 Unit and Section Heads  
 All Others Concerned

1. In relation to the assumption to duty of Dr. Ronelo Al K. Firmo, CESO V, Director III, as the newly appointed Assistant Regional Director of DepEd Regional Office VIII (Eastern Visayas) and as an offshoot of the agreements firmed up among the Regional Functional Division Chiefs and Quality Management System (QMS) Teams Chairpersons, this Office updates the composition of the QMS Teams as follows:

a) Top Management

Dr. Evelyn R. Fetalvero, CESO IV  
 Director IV

Dr. Ronelo Al K. Firmo, CESO V  
 Director III

b) Quality Management Representatives (QMRs)

Dr. Rita R. Dimakiling, QMR  
 Chief Education Supervisor  
 Policy, Planning, and Research Division (PPRD)

Atty. Eleanor C. Calumpiano, Deputy QMR  
 Attorney IV, Legal Unit

Dr. Harvie D. Villamor, Deputy QMR  
 Chief Education Supervisor  
 Curriculum and Learning Management Division (CLMD)

c) QMS Secretariat

Dr. Teodorico C. Peliño Jr., Chairperson  
 Education Program Supervisor, PPRD

Ms. Dina S. Superable, Co-chairperson  
 Education Program Supervisor  
 Human Resource Development Division (HRDD)



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Dr. Marlou D. Camposano, Member  
Education Program Supervisor  
Quality Assurance Division (QAD)

Dr. Jimmy G. Gula, Member  
Education Program Supervisor, QAD

Dr. Melvin Chito M. Solis, Member  
Education Program Supervisor, QAD

Ms. Rachel R. Cuevas, Member  
Education Program Supervisor, QAD

Mr. Jim Albert A. Lagado, Alternate Member for RMT  
Information Technology Officer I, ICT Unit

Ms. Eva D. Rosales, Alternate Member for KMT  
Administrative Officer V, Personnel Section (PS)

Ms. Gladys J. Fabillo, Alternate Member for IQAT  
Supervising Administrative Officer, Finance Division (FD)

Dr. Gertrudes C. Mabutin, Alternate Member for TAT  
Education Program Supervisor, CLMD

Ms. Queennielyn C. Yu, Alternate Member for QWT  
Administrative Assistant I, ORD

d) Risk Management Team (RMT)

Dr. Harvie D. Villamor, Chairperson  
Chief Education Supervisor, CLMD

Ms. Alma E. Suyom, Co-chairperson  
Chief Administrative Officer, FD

Dr. Rita R. Dimakiling, Member  
Chief Education Supervisor, PPRD

Mr. Cesar P. Verunque, Member  
Chief Education Supervisor, QAD

Dr. Alejandrino L. Yman, Member  
Chief Education Supervisor, Administrative Division (AD)

Dr. Rosemarie M. Guino, Member  
OIC-Chief Education Supervisor  
Education Support and Services Division (ESSD)

Ms. Mercedes D. Sarmiento, Member  
Chief Administrative Officer  
Field Technical Assistance Division (FTAD)

Dr. Alejandra B. Lagumbay, Member  
Chief Education Supervisor, HRDD

Atty. Eleanor C. Calumpiano, Member  
Attorney IV, Legal Unit

Dr. Elmer Albert E. Cuevas, Member  
Dentist III, Health and Nutrition Section (HNS)



Mr. Jim Albert A. Lagado, Member  
Information Technology Officer, ICT Unit

Ms. Jasmin F. Calzita, Member  
Administrative Officer V, PAU

Mr. Mark Lito B. Gallano, Member  
Planning Officer III, PPRD

Mr. Romar C. Dianito, Member  
Accountant I, FD

e) Knowledge Management Team (KMT)

Ms. Mercedes D. Sarmiento, Chairperson  
Chief Administrative Officer, FTAD

Dr. Ryan R. Tiu, Co-chairperson  
Education Program Supervisor, CLMD

Mr. Ariem V. Cinco, Member  
Administrative Officer V, Records Section

Ms. Eva D. Rosales, Member  
Administrative Officer V, PS

Mr. Dean Ric M. Endriano, Member  
Education Program Supervisor, CLMD

Dr. Reynaldo E. Nayre, Member  
Education Program Supervisor, FTAD

Ms. Geraldine M. Mangaliman, Member  
Education Program Supervisor, FTAD

Dr. Marlou D. Camposano, Member  
Education Program Supervisor, QAD

Dr. Rowena T. Vacal, Member  
Education Program Supervisor, HRDD

Ms. Anna Lyn B. Lim, Member  
Administrative Assistant I, FTAD

Mr. Jim Albert A. Lagado, Member  
Information Technology Officer I, ICT Unit

Mr. Mikko S. Duero, Member  
Computer Programmer II, ICT Unit

Mr. Gerard Christopher A. Villegas, Member  
Computer Maintenance Technologist I, ICT Unit

Mr. Mark Lito B. Gallano, Member  
Planning Officer III, PPRD

Ms. Janice C. Delopere, Member  
Administrative Officer II, PPRD

Ms. Floramay Q. Bacus, Member  
Project Development Officer II, PAU



Ms. Chona O. Zabala, Member  
Administrative Officer IV, PS

Mr. John E. Dacatimbang, Member  
Special Investigator III, Legal Unit

Mr. Adara Lourdes S. Luaton, Member  
Nutritionist-Dietitian II, HNS-ESSD

Mr. Brent Christian S. Andrada, Member  
Draftsman II, EFS-ESSD

Mr. Ted Juan C. Peleño, Member  
Project Development Officer II, SPPS-ESSD

Mr. Lucio P. Amadore Jr., Member  
Administrative Assistant I, FD

Mr. Andrey Gay N. Calipayan, Member  
Administrative Aide VI, AMS-AD

Ms. Lucia B. Aguila, Member  
Administrative Officer I, CS-AD

Ms. Linaflor I. Tajo, Member  
Administrative Assistant III, GSU-AD

Ms. Ed Kathelen Q. Garcia, Member  
Administrative Assistant I, PPRD

Mr. Michael C. Parado, Member  
Education Program Specialist II, NEAP in the Region

f) Internal Quality Audit Team (IQAT)

Mr. Cesar P. Verunque, Chairperson  
Chief Education Supervisor, QAD

Mr. Sonny S. Tayum, Co-chairperson  
Education Program Supervisor, QAD

Dr. Gerardo L. Adtoon, Member  
Education Program Supervisor, QAD

Dr. Marlou D. Camposano, Member  
Education Program Supervisor, QAD

Dr. Jimmy G. Gula, Member  
Education Program Supervisor, QAD

Dr. Melvin Chito M. Solis, Member  
Education Program Supervisor, QAD

Ms. Rachel R. Cuevas, Member  
Education Program Supervisor, QAD

Ms. Elizabeth E. Caboboy, Member  
Supervising Administrative Officer, AD

Dr. Reynaldo E. Nayre, Member  
Education Program Supervisor, FTAD



Ms. Geraldine M. Mangaliman, Member  
Education Program Supervisor, FTAD

Ms. Gladys J. Fabillo, Member  
Supervising Administrative Officer, FD

Ms. Fe M. Gerona, Member  
Chief Accountant, FD

Mr. Gary Jay N. Calipayan, Member  
Budget Officer IV, FD

Ms. Kathrine Rae A. Cromente, Member  
Accountant II, FD

Ms. Ronafe A. Dolo, Member  
Administrative Officer IV, FD

Ms. Russel L. Resco, Member  
Administrative Officer V, Cash Section

Ms. Jennylind D. Daya, Member  
Education Program Specialist II, PPRD

Dr. Dandy G. Acuin, Member  
Education Program Supervisor, CLMD

Ms. Sarah S. Cabaluna, Member  
Education Program Supervisor, CLMD

Ms. May Ann B. Ladrera, Member  
Administrative Officer II, PU

g) Training and Advocacy Team (TAT)

Dr. Alejandra B. Lagumbay, Chairperson  
Chief Education Supervisor, HRDD

Ms. Jasmin F. Calzita, Co-chairperson  
Administrative Officer V, Public Affairs Unit

Dr. Gertrudes C. Mabutin, Member  
Education Program Supervisor, CLMD

Mr. Joy B. Bihag, Member  
Education Program Supervisor, CLMD

Dr. Amenia C. Aspa, Member  
Education Program Supervisor, CLMD

Mr. Rodel V. Rosales, Member  
Education Program Supervisor, HRDD

Ms. Dina S. Superable, Member  
Education Program Supervisor, HRDD

Atty. Maureen Charisse A. Maltos, Member  
Senior Education Program Specialist, NEAP in the Region

Mr. Rogelio O. Ticoy Jr., Member  
Dormitory Manager, NEAP in the Region



Ms. Rasheil R. Labita, Member  
Administrative Assistant I, HRDD

h) Quality Workplace Team (QWT)

Dr. Alejandrino L. Yman, Chairperson  
Chief Education Supervisor, AD

Dr. Rosemarie M. Guino, Co-chairperson  
OIC-Chief Education Supervisor, ESSD

Ms. Apple T. Reyes, Member  
Administrative Officer IV, GSU

Ms. Linaflor I. Tajo, Member  
Administrative Assistant III, GSU

Ms. Evangeline N. Selloga, Member  
Administrative Aide I, GSU

Ma. Laura F. Paglinawan, Member  
Administrative Officer V, Asset Management Section (AMS)

Ms. Erna B. Pariña, Member  
Administrative Officer I, AMS

Mr. Andrey Gay N. Calipayan, Member  
Administrative Aide VI, AMS

Engr. Ryan Jay L. Bagon, Member  
Engineer III, ESSD-Physical Facilities Section

Ms. Eden A. Dadap, Member  
Project Development Officer IV, ESSD-SPPS

Dr. Nova P. Jorge, Member  
Education Program Supervisor, CLMD

Ms. Hydelyn N. Cinco, Member  
Librarian II, CLMD-LRMS

Ms. Marcelina L. Villamor, Member  
Senior Education Program Specialist, PPRD

Ms. Epifania G. Melchor, Member  
Statistician I, PPRD

Ms. Anna Lyn B. Lim, Member  
Administrative Assistant I, FTAD

Ms. Iris N. Cordeta, Member  
Administrative Aide VI, Records Section

Ms. Josephine L. Tajarro, Member  
Administrative Aide VI, Cash Section

Ms. Fernanda L. Dela Cruz, Member  
Administrative Aide VI, Personnel Section

Ms. Wedlyn P. Abalorio, Member  
Teacher Credential Evaluator II, PS



Ms. Jeanita C. Diongon, Member  
Administrative Assistant I, AD

Mr. Robert B. Ecot, Member  
Administrative Assistant III, FD

Mr. Clark Dave P. Arante, Member  
Education Program Specialist II, HRDD

Ms. Jill M. Tormis, Member  
Administrative Assistant I, Legal Unit

Ms. Dolores P. Cagara, Member  
Administrative Assistant III, ICT Unit

Mr. Franco A. Villamor, Member  
Administrative Officer IV, PU

Ms. Queennielyn C. Yu, Member  
Administrative Assistant I, ORD

Mr. Fernando A. Santos, Member  
Administrative Assistant I, QAD

Mr. Ted Juan C. Peleño, Member  
Project Development Officer II, ESSD-SPPS

2. Attached for reference is the QMS Teams – Terms of Reference (TOR) as stipulated in DepEd Order No. 009, series of 2021, entitled “Institutionalization of a Quality Management System (QMS) in the Department of Education.”

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

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *MF*

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

ISO

QMS TEAMS

PPRD-TCPJ



## **The QMS Teams - Terms of Reference**

### **A. Top Management**

The Top Management is represented by the following:

<b>Governance Level</b>	<b>Representatives</b>
Central Office	Executive Committee (ExcCom): Secretary Undersecretaries Assistant Secretaries
Regional Office	Regional Director (RD) and Assistant Regional Director (ARD)
Schools Division Office	Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)
School	School Principal Assistant School Principal

*\*Officer-in-Charge (OIC) or Teacher-In-Charge (TIC) may serve as representative/s*

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;
- 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;
- 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.

**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.