



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

January 2, 2024

OFFICE MEMORANDUM

PPRD-2024-

02

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 reassignments of select Functional Division Chiefs and as agreed by the Regional Functional Division Chiefs and Chairpersons of Quality Management System (QMS) Teams during the 3rd Quarter Management Review on December 7, 2023, 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 IV
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
Human Resource Development Division (HRDD)

c) QMS Secretariat

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

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

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)

Ms. Alma E. Suyom, Chairperson
Chief Administrative Officer, FD

Dr. Gertrudes C. Mabutin, Cochairperson
OIC-Chief, CLMD

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

Dr. Harvie D. Villamor, Deputy QMR
Chief Education Supervisor, HRDD

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

Dr. Rosemarie M. Guino, Member
Chief Education Supervisor, AD

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

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

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

Ms. Mary Grace Antivo, Member
Accountant I, FD

Dr. Alfredo P. Cafe, Member
Education Program Supervisor, CLMD

e) Knowledge Management Team (KMT)

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

Dr. Ryan R. Tiu, Cochairperson
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. Rachel R. Cuevas, Member
Education Program Supervisor, QAD

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

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. 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

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

Mr. Rogelio O. Ticoy Jr., Member
Education Program Specialist II, HRDD

Ms. Josephine L. Tajarros, Member
Administrative Aide VI, AD-Cash Section

Ms. Judy Grace Y. Nirza, Member
Accountant I, FD

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

Werlyn O. Colinayo, Member
Administrative Assistant I, OARD

f) Internal Quality Audit Team (IQAT)

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

Mr. Sonny S. Tayum, Cochairperson
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. Jennylynd 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. Harvie D. Villamor, Chairperson
Chief Education Supervisor, HRDD

Ms. Jasmin F. Calzita, Cochairperson
Administrative Officer V, Public Affairs Unit

Dr. Dandy G. Acuin, 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. Rosemarie M. Guino, Chairperson
Chief Education Supervisor, AD

Dr. Alejandra B. Lagumbay, Cochairperson
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

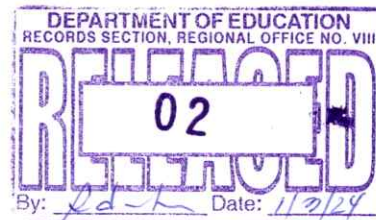
Ms. Iris N. Cordeta, Member

Administrative Aide VI, Records Section
Ms. Josephine L. Tajarros, 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, titled “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 *fl*

PPRD-TCPJ



Enclosure to Office Memorandum PPRD-2024- 02**The QMS Teams - Terms of Reference****A. Top Management**

The Top Management is represented by the following:

Governance Level	Representatives
Central Office	Executive Committee (ExeCom): 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.