



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

July 3, 2025

**OFFICE MEMORANDUM**

PPRD – 2025 – **307**

**UPDATED COMPOSITION OF THE QUALITY MANAGEMENT SYSTEM  
(QMS) TEAMS**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. Concerning employee movement at the Department of Education Regional Office VIII, this Office announces the updated final composition of the QMS Teams as follows:

**a) Top Management**

**Dr. Evelyn R. Fetalvero, CESO III**  
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

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

**Dr. Harvie D. Villamor, Deputy QMR**  
Chief Education Supervisor  
Human Resource Development Division

**c) QMS Secretariat**

**Dr. Dina S. Superable, Chairperson**  
Education Program Supervisor  
Human Resource Development Division

**Ms. Maryjean S. Menil, Cochairperson**  
Education Program Supervisor-Designate  
Policy, Planning, and Research Division

**Ms. Rachel R. Cuevas, Member**  
Education Program Supervisor  
Quality Assurance Division

**Ms. Gladys J. Fabillo**, Member  
Supervising Administrative Officer  
Finance Division

**Ms. Eva D. Rosales**, Member  
Administrative Officer V  
Personnel Section

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

**Dr. Margie S. Balledo**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division

**Ms. Apple T. Reyes**, Member  
Administrative Officer IV  
General Services Unit

**Ms. Ed Kathelen G. Superales**, Member  
Administrative Assistant I  
Policy, Planning, and Research Division

**Ms. Hydelyn N. Cinco**, Member  
Planning Officer III  
Policy, Planning, and Research Division

**d) Risk Management Team (RMT)**

**Ms. Alma E. Suyom**, Chairperson  
Chief Administrative Officer  
Finance Division

**Dr. Gertrudes C. Mabutin**, Cochairperson  
OIC-Chief  
Curriculum and Learning Management Division

**Dr. Rosemarie M. Guino**, Member  
Chief Education Supervisor  
Administrative Division

**Dr. Alejandra B. Lagumbay**, Member  
Chief Education Supervisor  
Education Support Services Division

**Ms. Mercedes D. Sarmiento**, Member  
Chief Administrative Officer  
Field Technical Assistance Division

**Dr. Harvie D. Villamor**, Member  
Chief Education Supervisor  
Human Resource Development Division

**Dr. Rita R. Dimakiling**, Member  
Chief Education Supervisor  
Policy, Planning, and Research Division

**Mr. Cesar P. Verunque**, Member  
Chief Education Supervisor  
Quality Assurance Division

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

**Dr. Elmer Albert E. Cuevas**, Member  
Dentist III  
Health and Nutrition Section

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

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

**Ms. Mary Grace Antivo**, Member  
Accountant I  
Finance Division

**Dr. Alfredo P. Café**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division

**Mr. Justine Arthur M. Yu**, Member  
Accountant I  
Finance Division

**e) Knowledge Management Team (KMT)**

**Ms. Mercedes D. Sarmiento**, Chairperson  
Chief Administrative Officer  
Field Technical Assistance Division

**Dr. Ryan R. Tiu**, Cochairperson  
Education Program Supervisor  
Curriculum and Learning Management Division

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

**Ms. Eva D. Rosales**, Member  
Administrative Officer V  
Personnel Section

**Mr. Dean Ric M. Endriano**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division

**Dr. Reynaldo E. Nayre**, Member  
Education Program Supervisor  
Field Technical Assistance Division

**Ms. Geraldine M. Mangaliman**, Member  
Education Program Supervisor  
Field Technical Assistance Division

**Ms. Ma. Almera M. Perolino**  
Administrative Assistant I  
Field Technical Assistance Division

**Mr. Ted Juan C. Peleño**, Member  
Education Program Specialist II  
Human Resource Development Division

**Mr. Clark Dave P. Arante**, Member  
Senior Education Program Specialist  
Human Resource Development Division  
National Educators Academy of the Philippines in the  
Region (NEAP-R)

**Dr. Marlou D. Camposano**, Member  
Education Program Supervisor  
Quality Assurance Division

**Ms. Rachel R. Cuevas**, Member  
Education Program Supervisor  
Quality Assurance Division

**Dr. Jimmy G. Gula**, Member  
Education Program Supervisor  
Quality Assurance Division

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

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

**Ms. Janice C. Delopere**, Member  
Administrative Officer II  
Policy, Planning and Research Development

**Ms. Floramay Q. Bacus**, Member  
Project Development Officer II  
Public Affairs Unit



**Ms. Chona O. Zabala**, Member  
Administrative Officer IV  
Personnel Section

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

**Ms. Eden A Dadap**, Member  
Project Development Officer IV  
Special Programs and Projects Section  
Education Support Services Division

**Ms. Adara Lourdes S. Luaton**, Member  
Nutritionist-Dietitian II  
Health and Nutrition Section  
Education Support Services Division

**Engr. Ryan Jay L. Bagon**, Member  
Engineer III  
Education Facilities Section  
Education Support Services Division

**Mr. Arvin B. Cerda**  
Draftsman II  
Education Facilities Section  
Education Support Services Division

**Ms. Hydelyn M. Avila**, Member  
Administrative Assistant I  
Finance Division

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

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

**Ms. Ed Kathelen G. Superales**, Member  
Administrative Assistant I  
Policy, Planning, and Research Division

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

**Ms. Judy Grace Y. Nirza**, Member  
Accountant I  
Finance Division

**Ms. Queenielyn C. Yu**, Member  
Administrative Assistant I  
Office of the Regional Director

**Ms. Werlyn O. Colinayo**, Member  
Administrative Assistant I  
Office of the Assistant Regional Director

**Mr. Ariel Craig P. Marteja**, Member  
Administrative Assistant I  
Office of the Assistant Regional Director

**Ms. Aimie A. Camino**, Member  
Administrative Aide I  
Administrative Division

**Ms. May Ann B. Ladrera**, Member  
Administrative Officer II  
Procurement Section

**Mr. Peter D. Kim Ti-in**, Member  
Administrative Assistant II  
Curriculum and Learning Management Division

**Ms. Christine A. Labante**, Member  
Administrative Assistant I  
Office of the Regional Director

**Ms. Milgrace A. Gaddi**, Member  
Administrative Aide VI  
Administrative Division

**Ms. Elezabeth C. Cornito**  
Administrative Officer IV  
Administrative Division

**f) Internal Quality Audit Team (IQAT)**

**Mr. Cesar P. Verunque**, Chairperson  
Chief Education Supervisor  
Quality Assurance Division

**Mr. Sonny S. Tayum**, Cochairperson  
Education Program Supervisor  
Quality Assurance Division

**Dr. Gerardo L. Adtoon**, Member  
Education Program Supervisor  
Quality Assurance Division

**Dr. Marlou D. Camposano**, Member  
Education Program Supervisor  
Quality Assurance Division

**Dr. Jimmy G. Gula**, Member  
Education Program Supervisor  
Quality Assurance Division

**Dr. Melvin Chito M. Solis**, Member  
Education Program Supervisor  
Quality Assurance Division

**Ms. Rachel R. Cuevas**, Member  
Education Program Supervisor  
Quality Assurance Division

**Ms. Elizabeth E. Caboboy**, Member  
Supervising Administrative Officer  
Administrative Division

**Dr. Reynaldo E. Nayre**, Member  
Education Program Supervisor  
Field Technical Assistance Division

**Ms. Geraldine M. Mangaliman**, Member  
Education Program Supervisor  
Field Technical Assistance Division

**Ms. Gladys J. Fabillo**, Member  
Supervising Administrative Officer  
Finance Division

**Ms. Fe M. Gerona**, Member  
Chief Accountant  
Finance Division

**Mr. Gary Jay N. Calipayan**, Member  
Budget Officer IV  
Finance Division

**Ms. Ronafe A. Dolo**, Member  
Administrative Officer IV  
Finance Division

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

**Ms. Jennylind D. Daya**, Member  
Education Program Specialist II  
Policy, Planning and Research Division

**Dr. Dandy G. Acuin**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division

**Ms. May Ann B. Ladrera**, Member  
Administrative Officer II  
Procurement Section

**Dr. Nova P. Jorge**, Member  
Education Program Supervisor  
Curriculum Learning Management Division

**Dr. Glendale Lamiseria**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division

**Dr. Rowena T. Vacal**, Member  
Education Program Supervisor  
Human Resource Development Division

**Ms. Marilyn G. Trinidad**, Member  
Education Program Specialist II  
Human Resource Development Division

**Ms. Yvonne Mae L. Ripalda**, Member  
Accountant I  
Finance Division

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

**Mr. Albert Avila**, Member  
Administrative Officer II  
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**Ms. Hannah Rose M. Cuaderno**, Member  
Project Development II  
Education Support Services Division

**Ms. Lourdes Adara S. Luaton**, Member  
Nutritionist-Dietitian II  
Health and Nutrition Section  
Education Support Services Division

**g) Training and Advocacy Team**

**Dr. Harvie D. Villamor**, Chairperson  
Chief Education Supervisor  
Human Resources and Development Division

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

**Dr. Dandy G. Acuin**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division



**Mr. Joy B. Bihag**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division

**Dr. Amenia C. Aspa**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division

**Dr. Margie S. Balleo**, Member  
Education Program Supervisor  
Curriculum and Learning Management Division

**Mr. Rodel V. Rosales**, Member  
Education Program Supervisor  
Human Resource Development Division

**Dr. Rowena T. Vacal**, Member  
Education Program Supervisor  
Human Resource Development Division

**Dr. Dina S. Superable**, Member  
Education Program Supervisor  
Human Resource Development Division

**Mr. Ted Juan C. Peleño**, Member  
Education Program Specialist II  
Human Resource Development Division

**Ms. Marilyn G. Trinidad**, Member  
Education Program Specialist II  
Human Resource Development Division

**Ms. Rasheil L. Noveda**, Member  
Dormitory Manager II  
Human Resource Development Division

**h) Quality Workplace Team (QWT)**

**Dr. Rosemarie M. Guino**, Chairperson  
Chief Education Supervisor  
Administrative Division

**Dr. Alejandra B. Lagumbay**, Cochairperson  
Chief Education Supervisor  
Education Support Services Division

**Dr. Angelica C. Rodriguez**, Member  
Medical Officer IV  
Education Support Services Division

**Ms. Apple T. Reyes**, Member  
Administrative Officer IV  
General Services Unit

**Ms. Ma. Almera M. Perolino**, Member  
Administrative Assistant  
Field Technical Assistance Division

**Ms. Linaflor I. Tajo**, Member  
Administrative Assistant III  
General Services Unit

**Ms. Evangeline N. Selloga**, Member  
Administrative Aide I  
General Services Unit

**Ms. Ma. Laura F. Paglinawan**, Member  
Administrative Officer V  
Asset Management Section

**Ms. Erna B. Pariña**, Member  
Administrative Officer I  
Asset Management Section

**Mr. Andrey Gay N. Calipayan**, Member  
Administrative Aide VI  
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**Engr. Brent Christian S. Andrada**, Member  
Project Development Officer II  
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**Dr. Nova P. Jorge**, Member  
Education Program Supervisor  
Curriculum Learning Management Division

**Ms. Hydelyn N. Cinco**, Member  
Planning Officer III  
Policy, Planning, and Research Division

**Ms. Marcelina L. Villamor**, Member  
Senior Education Program Specialist  
Policy, Planning, and Research Division

**Ms. Epifania G. Melchor**, Member  
Statistician I  
Policy, Planning, and Research Division

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

**Ms. Josephine L. Tajarros**, Member  
Administrative Aide VI  
Personnel Section

**Ms. Aimie A. Camino**, Member  
Administrative Aide I  
Administrative Division

**Mr. Robert B. Ecot**, Member  
Administrative Assistant III  
Finance Division

**Mr. Clark Dave P. Arante**, Member  
Senior Education Program Specialist  
Human Resource Development Division-  
NEAP R

**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 I  
Procurement Unit

**Mr. Fernando A. Santos**, Member  
Administrative Assistant I  
Quality Assurance Division

**Ms. Mary Beth D. Tolibas**, Member  
Administrative Assistant V  
Finance Division

**Ms. Werlyn O. Colinayo**, Member  
Administrative Assistant I  
Office of the Assistant Regional Director

**Ms. Wedlyn P. Abalorio**, Member  
Teacher Credentials Evaluator II  
Administrative Division

**Mr. Joselito E. Enriquez**, Member  
Administrative Aide VI  
Administrative Division

**Mr. Regin T. Vertudes**, Member  
Administrative Aide VI  
Administrative Division

**Ms. Lucia B. Aguila**, Member  
Administrative Officer I  
Administrative Division

**Ms. Juditha P. Antido**, Member  
Administrative Aide VI  
Administrative Division

**Ms. Bernardita M. Docena**, Member  
Administrative Aide VI  
Administrative Division

**Mr. Jose H. Bustamante**, Member  
Administrative Aide III  
Administrative Division

2. Enclosed for reference is the QMS Teams Terms of Reference (TOR) stipulated in DepEd Order No. 009 s. 2021, "Institutionalization of a Quality Management System (QMS) in the Department of Education."
3. Immediate dissemination of and compliance with this Memorandum are desired.

PPRD-MSM



  
**EVELYN R. FETALVERO, CESO III**  
Regional Director



## VIII. 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:

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

- Communicate the importance of having a QMS within DepEd;
- Oversee the implementation and take accountability for the effectiveness of the QMS;
- Ensure the conformance of the QMS to the requirements of ISO 9001;
- Ensure the integrity and effectiveness of the QMS;
- Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management;
- Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management;
- Ensure integration of the QMS requirements into DepEd's business processes;
- Promote continuous improvement of the QMS and processes of the agency;
- Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;



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- 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);



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- 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.

Based on the abovementioned TOR and taking into consideration the latest Office Functions and Job Descriptions of the Department, below are the **recommended**





**offices** that can form part of each team or role. In the case of the five (5) QMS Teams, representatives may be the Head of Office/School or any plantilla personnel provided that they can perform the functions and responsibilities expected from each QMS Team:

<b>QMS Team</b>	<b>Central Office</b>	<b>Regional Office</b>	<b>Schools Division Office</b>	<b>School</b>
Top Management	Offices of the Secretary (OSEC); Undersecretaries (OUSECs); and Assistant Secretaries (OASECs)	Office of the Regional Director (ORD)	Office of the Superintendent (OSDS)	Office of the School Head (OSH)
QMR	To be appointed by the Top Management			
QMS Secretariat	Bureau of Human Resource and Organizational Development (BHROD)	Quality Assurance Division (QAD)	School Governance and Operations Division (SGOD)	Designated Teacher/s or Non-Teaching Personnel
Risk Management Team	Bureau and Service Directors  Chiefs/Head of Office from each functional division  Finance Service  Legal Service  Planning Service – Planning and Programming Division (PS-PPD)  Public Affairs Service – Communication Division (PAS-CD)	ORD  Chiefs/Head of Office from each function  Policy, Planning, and Research Division (PPRD)  Finance Division  Public Affairs Unit (PAU)	OSDS  Chiefs/Head of Office from each function  Planning and Research Section (PRS)  Designated Information Officer	Office of the School Head  Designated Teacher/s
Knowledge Management Team	Administrative Service (AS) – Records Division  Bureau of Education Assessment (BEA)  Bureau of Learning Resources (BLR)	Administrative Division (AD) – Records Section  CLMD  FTAD  Information, Communication and Technology Unit (ICTU)	CID  ICTU  AS – Records Unit  PRS  Designated Information Officer	Designated Teacher/s or Non-Teaching Personnel



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	Information and, Communications and Technology Service (ICTS)	PPRD PAU		
	Planning Service - Education Management Information System Division (PS-EMISD)			
	PAS - Publications Division (PD)			
Internal Quality Audit Team	BHROD	QAD	SGOD	Designated Teacher/s or Non-Teaching Personnel
	Internal Audit Service (IAS)			
	Any personnel who underwent training on ISO 19011 (Guidelines for Auditing Management System)			
Training and Advocacy Team	Bureau of Curriculum and Development (BCD)	CLMD	CID	Designated Teacher/s or Non-Teaching Personnel
	Bureau of Learning and Delivery (BLD)	Human Resource Development Division (HRDD)	Human Resource Development Section (HRDS)	
	BHROD	PAU	SGOD	
	Bureau of Learner Support Services (BLSS)		Designated Information Officer	
	National Educational Academy of the Philippines (NEAP)			
	External Partnerships Service (EPS)			
	Project Management Service (PMS)			
Quality Workplace Team	Administrative Service (AS)	Administrative Division (AD) - General Service Section	Administrative Section (AS)- Asset Management Section	Designated Teacher/s or Non-Teaching Personnel
	Disaster Risk Reduction and			



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	Management Service (DRRMS)	AD –Asset Management Section		
	Education Facilities Division (EFD)	Education Support Services Division – Education Facilities Section (ESSD-EFS)		
	Finance Service			
	Procurement Management Service (ProcMs)			

## IX. Implementation Requirements

Part of establishing a QMS in DepEd is ensuring that all processes and standards are well-documented and operationalized by the respective process holders. Below are the implementation requirements in setting up a QMS in the office/school.

### A. Documentary Requirements

An original, signed copy of the required documents shall be submitted to the KMT for safekeeping and archiving purposes. Each governance level shall be given a photocopy of the signed QMS Planning Documents and Operations Manuals.

All standard QMS templates shall have a provision at the bottom of each page stating the following:

*"The only controlled copy of this document is the online version maintained in the <http://www.deped.gov.ph>. The reader must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document shall be kept by the KMT for safekeeping and archiving. The user should secure the latest revision of this document from the <http://www.deped.gov.ph>. This document is UNCONTROLLED when downloaded and printed."*

The following are the four (4) documentary requirements needed for the implementation of the QMS:

DepEd QMS Manual		
SCOPE	OUTLINE	DESCRIPTION
All governance levels	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Agency Profile</li> <li>3. Organizational Structure</li> <li>4. Scope &amp; Coverage</li> <li>5. Quality Policy</li> <li>6. DepEd Process Map</li> <li>7. Management Processes</li> <li>8. Core Processes</li> <li>9. Support Processes</li> <li>10. List of Interested Parties' Needs and Expectations</li> <li>11. Control of External Providers</li> </ol>	<p>A manual that articulates DepEd's profile, its management, core, support and outsourced processes, the list of stakeholders and partners, and its commitment to provide quality basic education services.</p> <p>There shall be only <b>one (1)</b> DepEd QMS Manual for the whole agency to be kept by the CO KMT</p>



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