



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 Schools Division of Bohol

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

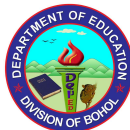
No. 209 s. 2024

**COMPOSITION OF DIVISION QUALITY MANAGEMENT SYSTEM (QMS)
 STEERING COMMITTEE**

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisor
 Public Schools District Supervisor/Acting PSDS
 Elementary and Secondary School Heads
 All Others Concerned

1. In compliance and in preparation of the implementation of a **One DepEd, One QMS** as stated in the **DepEd Order No. 009, s. 2021** or the **Institutionalization of a Quality Management System (QMS)**, this office hereby constitutes the Division Quality Management System (QMS) Steering Committee as follows

TOP MANAGEMENT	FUNCTIONS/ RESPONSIBILITIES
CASIANA P. CABERTE PhD, CESO VI OIC-Schools Division Superintendent	<ul style="list-style-type: none"> • 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 expectations of all clients and stakeholders;
FAY C. LUAREZ Phd, EdD, TM, CESO VI Assistant Schools Division Superintendent	
EDUARDO A. OMPAD EdD, CESE Assistant Schools Division Superintendent	
CARMELA M. RESTIFICAR PhD Chief Education Supervisor – CID	
MARCELA R. BAUTISTA DevEdD Chief Education Supervisor - SGOD	



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	<ul style="list-style-type: none"> • 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
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QUALITY MANAGEMENT REPRESENTATIVE (QMR)	FUNCTIONS/ RESPONSIBILITIES
<p>Chairman: Carmela M. Restificar PhD</p> <p>Members: Fermin M. Albutra Pablito D. Villalon Ma. Maulitte M. Yap Dinah Florence B. Talan</p>	<ul style="list-style-type: none"> • 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

	<p>related matters to the Top Management</p> <ul style="list-style-type: none"> • 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; • Oversee the operations of the QMS secretariat each QMS Team and report to the Top Management; and • Act as liaison of the Department with external parties on matters relating to QMS.
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QMS SECRETARIAT	FUNCTIONS/ RESPONSIBILTIES
<p>Chairman: Generosa T. Castillo Phd</p> <p>Members: Elizabeth J. Pido Ma. Vibeth L. Bulacan Mark Angelo S. Salamanca Dorothy Joy A. Tambis Melody Joy Z. Rabina</p>	<ul style="list-style-type: none"> • Coordinate effective deployment and efficient use of human, financial, and other physical resources of the QMS; • Provide technical and administrative support to successfully implement the QMS; • Coordinate QMS – related activities in their respective offices; • Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;

	<ul style="list-style-type: none"> • Facilitate the delivery of specific outputs in line with the QMS. • Assist the QMS in communicating with external parties on QMS – related matters; and • Provide feedback and updates on QMS – related matters to the QMR.
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KNOWLEDGE MANAGEMENT TEAM (KMT)	FUNCTIONS/ RESPONSIBILITES
<p>Chairman: Jeanylette C. Ayson Phd</p> <p>Members: Marites M. Cimeni Ma. Maulitte M. Yap Nicanora Gretli S. Fostanes Felipe B. Platino Jr.</p>	<ul style="list-style-type: none"> • Implement and refer to the latest version of the Document Matrix, and Organizational Knowledge Matrix in the PAWIM; • Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented; • Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents; • Oversee activities related to managing organizational knowledge and setting document management standards; and • Provide feedback to the QMR on the status of the control documents and records.

INTERNAL QUALITY AUDIT TEAM (IQAT)	FUNCTIONS/ RESPONSIBILITIES
<p>Chairman: Evelyn H. Codilla Phd</p> <p>Members: Atty. Vanessa H. Quijano Elizabeth J. Pido Gabina F. Ladaran Ma. Victoria M. Jaspe Judith S. Apale Angelette A. Remolador</p>	<ul style="list-style-type: none"> • Implement and refer to the latest version of the Internal Quality Procedure in the PAWIM; • Undergo training on ISO 19011 (Guidelines for Auditing Management System); • Determine the conformance of the QMS with planned arrangements and the requirements of ISO 9001; • Determine whether the QMS is effectively implemented and maintained through the conduct of internal quality audit; • 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 • Provide 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.

RISK MANAGEMENT TEAM (RMT)	FUNCTIONS/ RESPONSIBILITES
<p>Chairman: Evelyn C. Marapao</p> <p>Members: Philip Marcelo R. Vigonte Ana Liza B. Laurel Teodomera A. Bersaluna</p>	<ul style="list-style-type: none"> • Implement and refer to the latest version of the Risk Planning Guidelines and Handling Procedure in PAWIM; • Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;

	<ul style="list-style-type: none"> • Provide technical assistance in the accomplishments of the Risk Opportunity Registry per office; • Provide feedback and update to the QMR on the status of risk assessment and action plans; • Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and • Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.
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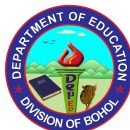
QUALITY WORKPLACE TEAM (QWT)	FUNCTIONS/ RESPONSIBILITES
<p>Chairman: Eduardo A. Ompad EdD, CESE</p> <p>Members: Fermin M. Albutra Lilian M. Baloria Ma. Victoria M. Jaspe Florly C. Saturinas Gerry S. Sagayno</p>	<ul style="list-style-type: none"> • Ensure consistent implementation of Quality Workplace Standards; • Collaborate with concerned office/personnel to ensure a conducive and safe work/ school environment to improve productivity; • Monitor and evaluate cleanliness, orderliness and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately; and • Provide feedback and updates to the QMR on the status of workplace management.

TRAINING AND ADVOCACY TEAM (TAT)	FUNCTIONS/ RESPONSIBILITIES
<p>Chairman: Fay C. Luarez Phd, EdD, TM, CESO VI</p> <p>Members: Marites M. Cimeni Jeanylette C. Ayson PhD Lope S. Hubac</p>	<ul style="list-style-type: none"> • Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy; • Capacitate employees on the development of their Operations Manuals and Planning Documents; • Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS; • Plan and coordinate effective deployment and efficient use of QMS training and materials; • Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement; and • Provide feedback and updates to the QMR on the status of QMS related training awareness.

2. This memorandum serves as **Designation Order**.
3. For guidance, and compliance of all concerned.

Casiana P. Caberte

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Assistant Schools Division Superintendent
Officer In Charge
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