



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

March 21, 2025

OFFICE MEMORANDUM

No. 10, s. 2025

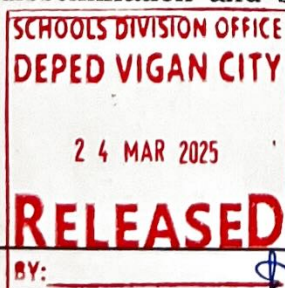
To: Assistant Schools Division Superintendent
 Division Chiefs
 Section/Unit Heads
 All SDO-Proper Personnel

**UPDATE ON THE COMPOSITION OF MEMBERS OF THE
 QUALITY WORKPLACE TEAM (QWT)**

1. The Schools Division Office of Vigan City is dedicated to fostering a quality workplace environment for all employees in line with the DepEd Order No. 9, s. 2021, re: Institutionalization of a Quality Management System (QMS) in DepEd.
2. With this commitment, the Quality Workplace Team reconstitute and update its composition due to the resigned/transferred employees in the division as follows:

Lead	Mary Joy P. Suero, AOV (Finance)
Deputy	Amelyn Abella, EPSvr
Members	Daisy Ancheta, AO IV (Cash) Mark Allen Sinogo (AO IV (Supply) Ferdinand Flores, AO II (Payroll) Aphrodite Hope Martinez, PDO II Maria Korynne Taborda, Nurse II Division Engineer (COS) Nicole Arce, ADAs III Jess Messiah Navarro, ADAs III

3. The team shall be guided with its roles and responsibilities as stipulated in the Division Memorandum No. 19, s. 2024.
4. Immediate dissemination and strict compliance with this memorandum is directed.



VILMA D. EDA, CESO V
 Schools Division Superintendent





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	opportunities for Improvement and potential non-conformities raised during the Internal Quality Audits; and • 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.	
TRAINING ADVOCACY TEAM (TAT)	• 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 and awareness.	Lead: Aurelyn Fieldad – EPS II Deputy: Edgar Pescador – EPSvr Members: Sherwin Fabre – PDO-I Allan Bariantos – Librarian II Mac Lubert Rapacon, DMD – Dentist II Princess Torricer – EPS II Laurence Agtutubo – EPS II
QUALITY WORKPLACE TEAM (QWT)	• Ensure consistent implementation of Quality Workplace Standards; • Collaborate with concerned office/personnel to	Lead: Mary Joy Suero – AO V Deputy: Amelyn Abella - EPSvr Members: Daisy Ancheta – AO IV Ferdinand Flores – ADAs III



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	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.	Elizabeth Avisia – PDO II Maria Korynne Taborda – Nurse II Kristly Claire Obaldo – Div. Engineer Nicole Arce – ADAs III Kaymarc Ularde – ADAs III Meynard Jerel Luczon – PDO II
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✖ Resigned

✖ resigned

✖ transferred



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