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

**DIVISION
MEMORANDUM**

No. 590, s. 2025

To: **Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Elementary and Secondary School Heads
All Others Concerned**

**RECONSTITUTION OF THE COMPOSITION OF QUALITY MANAGEMENT
SYSTEM (QMS) STRUCTURE**

1. Pursuant to DepEd Order No. 009, s. 2021 dated February 24, 2021 on the ***Institutionalization of a Quality Management System in the Department of Education*** and in line with Division Memorandum 61, s. 2023 on the ***Composition of Quality Management System Structure***, this office reconstitutes the Quality Management System (QMS) structure as stipulated in item VII of the same order.
2. All personnel who are members of the QMS Teams are expected to closely observe the processes and guidelines set in DepEd No. 9, s. 2021.
3. Attached is the reconstituted QMS structure with its roles and responsibilities.
4. Immediate and wide dissemination of this Memorandum is hereby desired.




VILMA D. EDA, CESO V
Schools Division Superintendent

Encls: as stated

Reference: DepEd Order 009, s. 2021; Div. Memo 61, s. 2023

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

QMS COMMITTEES SCHOOLS DIVISION OFFICE PROGRAMS



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RECONSTITUTED QUALITY MANAGEMENT SYSTEM (QMS) STRUCTURE

QMS Team	Roles & Responsibilities	Name/In-Charge & Position
TOP MANAGEMENT	<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 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 at least every quarter. • Ensure that constitutional mandates statutory and regulatory requirements are met; and • Designate the Quality Management Representative (QMR). 	<p>Vilma D. Eda, CESO V Schools Division Superintendent</p> <p>Annie D. Pagdilao, CESO IV, EdD Assistant Schools Division Superintendent</p>
QUALITY MANAGEMENT REPRESENTATIVES (QMR)	<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 in the requirements of ISO 9001; 	<p>Lead: Atty. Kim R. Tagorda Administrative Officer V</p> <p>Deputy: Rodrigo Q Reyes., Jr. Chief Education Supervisor - SGOD</p>



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	<ul style="list-style-type: none"> • Ensure the integrity and effectiveness of the QMS; • Ensure that the QPS and DepEd OMS targets and objectives are aligned with the context and strategic directions of 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; • Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management; and • Acts as liaison of the Department with external parties on matters relating to QMS. 	
<p>QMS SECRETARIAT</p>	<ul style="list-style-type: none"> • Coordinate effective deployment and efficient use of human, financial, and other physical resources for 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 in their efforts for continuous improvement of the QMS; • Facilitate the delivery of specific outputs in conformance with the QMS; 	<p>Lead: Susiemar Rapisura EPSvr</p> <p>Deputy: Nelson Robinol EPSvr</p> <p>Members: Daisy Ancheta AO IV Karen Cu ADAs III Reymalin Llanes ADAs II Bryan Portugal ADAs I Angelene Itchon ADAs III</p>



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	<ul style="list-style-type: none"> • Assist the QMR in communicating with external parties on QMS-related matters; and • Provide feedback and updates on QMS-related matters with the QMR. 	Observer: Grace Castaneda P II Royston Quidolit HT III
RISK MANAGEMENT TEAM (RMT)	<ul style="list-style-type: none"> • Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the Procedures and Work Instructions Manual (PAWIM); • Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction Results; • Provide technical assistance in the accomplishment of the Risk and 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 Opportunity Registries are effective and implemented as scheduled; and • Ensure documentation and clear implementation of quality objective through the review of targets and indicators in the Office Performance and Commitment Review Form (OPCRF). 	Lead: Elsie Amorin EPSvr Deputy: Greatest Yeng Molina AO-IV Members: Gloria Cabotaje PO III Clarito Siababa EPSvr Peter John Frial EPSvr Mark Allen Sinogo AO IV Winston Pila ADAs III Denmark Tabuso ADAs III
KNOWLEDGE MANAGEMENT TEAM (KMT)	<ul style="list-style-type: none"> • Implement and refer to the latest version of the Document Management Procedure, 	Lead: Cherry Joy Garma SEPS





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 REGION I
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	<ul style="list-style-type: none"> • 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. 	<p>Deputy: Sherelyn Riodil AO IV</p> <p>Members: Solito Cortel EPSvr Eric Tapat ITO Laurie Angela Agati Nurse II Aldrich Quioco PDO II Adelmar Paeta ADAs III Marie Grace Corpuz ADAs III Carlo Jigg Portugal ADA VI</p>
<p>INTERNAL QUALITY AUDIT TEAM (IQAT)</p>	<ul style="list-style-type: none"> • Implement and refer to the latest version of the Internal Quality Audit Procedure In the PAWIM; • Undergo training on ISO 19011 (Guideilnes for Auditing Management System); • Determine 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 an internal quality audit; • Keep track of the implementation of the corrective and preventive actions to address the 	<p>Lead: Marie Christine Natividad Chief Education Supervisor - CID</p> <p>Deputy: Christopher Michael Gasmen Accountant III</p> <p>Members: Pelagio Cardenas EPSvr Rommel Rabo EPSvr Felipa Regaspi EPSvr Arlyn Batulan, MD MO III Rosejane Gandeza ADAs III Milagros Paz ADAs III Vincent Jude Rosales ADAs III</p>



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	<p>opportunities for Improvement and potential non-conformities raised during the Internal Quality Audits; and</p> <ul style="list-style-type: none"> • 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. 	
<p>TRAINING ADVOCACY TEAM (TAT)</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 and awareness. 	<p>Lead: Aurelyn Fieldad EPS II</p> <p>Deputy: Edgar Pescador EPSvr</p> <p>Members: Princess Torricer SEPS Laurence Agtutubo EPS II Alimar Ablog EPS II Allan Barientos Librarian II Sherwin Fabre PDO-I Jason Domingo ADA VI</p>
<p>QUALITY WORKPLACE TEAM (QWT)</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 	<p>Lead: Mary Joy Suero AO V</p> <p>Deputy: Aphrodite Hope Martinez PDO II</p>



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	<p>environment to improve productivity;</p> <ul style="list-style-type: none">• 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.	<p>Members:</p> <p>Amelyn Abella EPS</p> <p>Maria Korynne Taborda Nurse II</p> <p>Arch. Ben Lazo Architect III</p> <p>Ferdinand Flores AO II</p> <p>Jess Messiah Navarro ADAs III</p> <p>Lloyd Ancheta ADAs III</p> <p>Vanessa Sinogo ADAs III</p>
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