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

Office of the Schools Division Superintendent

January 9, 2026

**OFFICE MEMORANDUM**  
No. 1, s. 2026

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section/Unit Heads  
All Division Office Proper Personnel

1. In reference to Division Memorandum No. 590, s. 2025 titled "Reconstitution of the Composition of Quality Management System (QMS) Structure," this Division reconstitutes the Quality Workplace Team due to the movement of personnel in the division.

2. The updated Quality Workplace Team is as follows:

LEAD	<b>Mary Joy Suero</b> Administrative Officer V - Finance
DEPUTY	<b>Aphrodite Hope Martinez</b> Project Development Officer II-DRRM
MEMBERS	<b>Amelyn Abella</b> Education Program Specialist  <b>Maria Koryne Taborda</b> Nurse II  <b>Ben John Lazo</b> Architect  <b>Ferdinand Flores</b> Administrative Officer II  <b>Lloyd Ancheta</b> Administrative Assistant III  <b>Vanessa Sinogo</b> Administrative Assistant III  <b>Jinky Joy Alejo</b> Administrative Assistant III

3. The team shall be guided with its roles and responsibilities as stipulated in the Division Memorandum No. 19, s. 2024.

4. For information and compliance of all concerned.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent  
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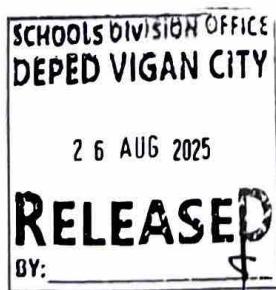
**DIVISION  
MEMORANDUM**

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**

<b>QMS Team</b>	<b>Roles &amp; Responsibilities</b>	<b>Name/In-Charge &amp; Position</b>
<b>TOP MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Lead the establishment, implementation and monitoring of the QMS at their level.</li> <li>• Establish, communicate and embody the Quality Policy Statement.</li> <li>• Ensure effectiveness of the QMS using risk-based thinking and risk management</li> <li>• Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS;</li> <li>• Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders;</li> <li>• Determine and provide necessary resources needed to implement and sustain QMS implementation;</li> <li>• Lead and conduct the Management Review at least every quarter.</li> <li>• Ensure that constitutional mandates statutory and regulatory requirements are met; and</li> <li>• Designate the Quality Management Representative (QMR).</li> </ul>	<b>Vilma D. Eda, CESO V</b> Schools Division Superintendent  <b>Annie D. Pagdilao, CESO IV, EdD</b> Assistant Schools Division Superintendent
<b>QUALITY MANAGEMENT REPRESENTATIVES (QMR)</b>	<ul style="list-style-type: none"> <li>• Communicate the importance of having a QMS within DepEd;</li> <li>• Oversee the implementation and take accountability for the effectiveness of the QMS;</li> <li>• Ensure the conformance of the QMS in the requirements of ISO 9001;</li> </ul>	<b>Lead:</b> <b>Atty. Kim R. Tagorda</b> Administrative Officer V  <b>Deputy:</b> <b>Rodrigo Q Reyes., Jr.</b> Chief Education Supervisor - SGOD





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	<ul style="list-style-type: none"><li>• Ensure the integrity and effectiveness of the QMS;</li><li>• Ensure that the QPS and DepEd OMS targets and objectives are aligned with the context and strategic directions of the Top Management;</li><li>• Ensure integration of the QMS requirements into DepEd's business processes;</li><li>• Promote continuous improvement of the QMS and processes of the agency;</li><li>• Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;</li><li>• Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management; and</li><li>• Acts as liaison of the Department with external parties on matters relating to QMS.</li></ul>	
QMS SECRETARIAT	<ul style="list-style-type: none"><li>• Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;</li><li>• Provide technical and administrative support to successfully implement the QMS;</li><li>• Coordinate QMS-related activities in their respective offices;</li><li>• Collaborate with and assist the QMS Teams in their efforts for continuous improvement of the QMS;</li><li>• Facilitate the delivery of specific outputs in conformance with the QMS;</li></ul>	<p>Lead: <b>Susiemar Rapisura</b> EPSvr</p> <p>Deputy: <b>Nelson Robinol</b> EPSvr</p> <p>Members: <b>Daisy Ancheta</b> AO IV <b>Karen Cu</b> ADAs III <b>Reymalin Llanes</b> ADAs II <b>Bryan Portugal</b> ADAs I <b>Angelene Itchon</b> ADAs III</p>





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





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	<ul style="list-style-type: none"> <li>• Document Matrix and Organizational Knowledge Matrix in the PAWIM;</li> <li>• Ensure that the requirements for updating, maintaining and retaining documented information are established and implemented;</li> <li>• Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;</li> <li>• Oversee activities related to managing organizational knowledge and setting document management standards; and</li> <li>• Provide feedback to the QMR on the status of the control documents and records.</li> </ul>	<p><b>Deputy:</b> <b>Sherelyn Riodil</b> AO IV</p> <p><b>Members:</b></p> <p><b>Solito Cortel</b> EPSvr</p> <p><b>Eric Tapat</b> ITO</p> <p><b>Laurie Angela Agati</b> Nurse II</p> <p><b>Aldrich Quiocho</b> PDO II</p> <p><b>Adelmar Paeta</b> ADAs III</p> <p><b>Marie Grace Corpuz</b> ADAs III</p> <p><b>Carlo Jigg Portugal</b> ADA VI</p>
INTERNAL QUALITY AUDIT TEAM (IQAT)	<ul style="list-style-type: none"> <li>• Implement and refer to the latest version of the Internal Quality Audit Procedure In the PAWIM;</li> <li>• Undergo training on ISO 19011 (Guidelines for Auditing Management System);</li> <li>• Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;</li> <li>• Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;</li> <li>• Keep track of the implementation of the corrective and preventive actions to address the</li> </ul>	<p><b>Lead:</b> <b>Marie Christine Natividad</b> Chief Education Supervisor - CID</p> <p><b>Deputy:</b> <b>Christopher Michael Gasmen</b> Accountant III</p> <p><b>Members:</b></p> <p><b>Pelagio Cardenas</b> EPSvr</p> <p><b>Rommel Rabo</b> EPSvr</p> <p><b>Felipa Regaspi</b> EPSvr</p> <p><b>Arlyn Batulan, MD</b> MO III</p> <p><b>Rosejane Gandeza</b> ADAs III</p> <p><b>Milagros Paz</b> ADAs III</p> <p><b>Vincent Jude Rosales</b> 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"> <li>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.</li> </ul>	
TRAINING ADVOCACY TEAM (TAT)	<ul style="list-style-type: none"> <li>Orient employees and disseminate information on QMS related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;</li> <li>Capacitate employees on the development of their Operations Manuals and planning Documents;</li> <li>Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;</li> <li>Plan and coordinate effective deployment and efficient use of QMS training and materials;</li> <li>Develop and disseminate IEC Materials to strengthen awareness on QMS and build a culture of continuous improvement; and</li> <li>Provide feedback and updates to the QMR on the status of QMS-related training and awareness.</li> </ul>	<p>Lead: <b>Aurelyn Fieldad</b> EPS II</p> <p>Deputy: <b>Edgar Pescador</b> EPSvr</p> <p>Members:</p> <p><b>Princess Torricer</b> SEPS</p> <p><b>Laurence Agtutubo</b> EPS II</p> <p><b>Alimar Ablog</b> EPS II</p> <p><b>Allan Bariantos</b> Librarian II</p> <p><b>Sherwin Fabre</b> PDO-I</p> <p><b>Jason Domingo</b> ADA VI</p>
QUALITY WORKPLACE TEAM (QWT)	<ul style="list-style-type: none"> <li>Ensure consistent implementation of Quality Workplace Standards;</li> <li>Collaborate with concerned office/personnel to ensure a conducive and safe work/school</li> </ul>	<p>Lead: <b>Mary Joy Suero</b> AO V</p> <p>Deputy: <b>Aphrodite Hope Martinez</b> PDO II</p>





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	<p>environment to improve productivity;</p> <ul style="list-style-type: none"><li>• Monitor and evaluate cleanliness, orderliness, and safety at the school or workplace in conformance to the Quality</li><li>• Workplace Standards to be issued separately; and</li><li>• Provide feedback and updates to the QMR on the status of workplace management.</li></ul>	<p>Members:</p> <p><b>Amelyn Abella</b> EPS</p> <p><b>Maria Korynne Taborda</b> Nurse II</p> <p><b>Arch. Ben Lazo</b> Architect III</p> <p><b>Ferdinand Flores</b> AO II</p> <p><b>Jess Messiah Navarro</b> ADAs III</p> <p><b>Lloyd Ancheta</b> ADAs III</p> <p><b>Vanessa Sinogo</b> ADAs III</p>
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