



2003-161

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

DIVISION MEMORANDUM

NO. 131, s. 2026

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

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

1. In line with DepEd Order No. 009, s. 2021 on the Institutionalization of a Quality Management System (QMS), and Division Memorandum No. 61, s. 2023 on the Composition of Quality Management System Structure, this Office reconstitutes the Division Quality Management System structure. This is in accordance with items VII and VIII of the same DepEd Order.

2. Enclosed is the reconstituted QMS structure of SDO Vigan City with the roles and responsibilities of each QMS team.

3. All personnel who are included in the QMS structure are expected to closely observe the processes and guidelines set in DO 9, s. 2021. As stipulated in item VII of the guidelines enclosed in this DepEd Order, "Work done as a member of a QMS Team shall be included as one of the objectives in a Key Result Area (KRA) related to any of the following: continuous improvement, office management, or in their Plus Factor as provided in the latest Results-Based Performance Management System (RPMS) guidelines, the percentage of which should not exceed the weight assigned for the highest mandated KRA of the office. The RPMS shall put premium on KRAs towards the realization of organizational vision, mission, and strategic priorities supported by proofs of actual performance. (Item 36, DO 02, s. 2015)."

4. This Office also reiterates the observance of "QMS Day" every Tuesday of the week from 1:00 PM to 5:00 PM as stipulated in Office Memorandum No. 59, s. 2025. All offices and units are enjoined to observe this schedule strictly and to allocate the necessary time and resources for QMS activities. Regular progress updates shall be reported to the Quality Management Representative (QMR) for consolidation and submission to the Schools Division Superintendent (SDS).

5. Immediate and wide dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: As indicated
Reference:

DepEd Order No. 009, s. 2021
Division Memorandum No. 61, s. 2023
Office Memorandum No. 59, s. 2025

CID_mcln/DM_QMSReconstitution



Address: Mena Crisologo St. corner Rivera St., Bigyan, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigan.city.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

Enclosure No. 1 to Division Memorandum No. _____, s. 2026

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 style="text-align: center;">Vilma D. Eda, CESO V Schools Division Superintendent</p> <p style="text-align: center;">Annie D. Pagdilao, CESO VI, EdD Assistance Schools Division Superintendent</p>
Quality Management Representative (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; *Ensure the integrity and effectiveness of the QMS; *Ensure that the QMS targets and objectives are aligned with the context and strategic directions of the Top Management; *Ensure the integration of the QMS requirements into DepEd's business processes; 	<p>Lead:</p> <p style="text-align: center;">Marie Christine L. Natividad, EdD. Chief Education Curriculum-CID</p> <p>Deputy:</p> <p style="text-align: center;">Rodrigo Q. Reyes Jr. Chief Education Supervisor-SGOD</p>



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedvigan.city.com



Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM



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

	<p>*Promote continuous improvement of the QMS and processes of the agency; *Engage, direct 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 a liaison of the Department with external parties on matters relating to QMS.</p>	
QMS SECRETARIAT	<p>*Coordinate effective deployment and efficiency 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; *Assist the QMR in communicating with external parties on QMS-related matters; and *Provide feedback and updates on QMS-related matters with the QMR.</p>	<p>Lead: Edgar L. Pescador EPSvr</p> <p>Deputy: Susiemar M. Rapisura EPSvr</p> <p>Members: Nelson Robinol EPSvr</p> <p>Daisy Ancheta AOIV</p> <p>Reymalin Llanes ADAs II</p> <p>Clarence Pe Benito ADAs III</p> <p>Carlo Jigg Portugal ADA VI</p> <p>Angelene Itchon ADAs III</p> <p>Observers: Editha Bagcal Principal IV</p> <p>Anita Presto Principal IV</p>



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

		<p>Ana Castor Principal IV</p> <p>Karen Frando Principal II</p> <p>Raymond Florendo Principal I</p> <p>Maggie Aytona Principal I</p> <p>Royston Quidolit Principal I</p>
<p>Risk Management Team (RMT)</p>	<p>*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);</p> <p>*Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction Results;</p> <p>*Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;</p> <p>*Provide feedback and update to the QMR on the status of risk assessment and action plans;</p> <p>*Perform monitoring and oversight function in ensuring the established action plans in the Risk Opportunity Registries are effective and implemented as scheduled; and</p> <p>*Ensure documentation and clear implementation of quality objective through the review of targets and indicators in the Office Performance and Commitment Review Form (OPCRF).</p>	<p>Lead: Elsie C. Amorin EPSvr</p> <p>Deputy: Clarito A. Siababa, EdD EPSvr</p> <p>Members:</p> <p>Gloria Cabotaje POII</p> <p>Greatest Yeng Molina AO IV</p> <p>Lloyd Ancheta ADAs III</p> <p>Winston Pila ADAs III</p> <p>Rosejane Mae Gandeza ADAs III</p> <p>Vanessa Sinogo ADAs III</p> <p>EPSII (ALS)</p>
<p>Knowledge Management Team (KMT)</p>	<p>*Implement and refer to the latest version of the Document Management Procedure;</p> <p>*Document Matrix and Organizational Knowledge Matrix in the PAWIM;</p>	<p>Lead: Peter John A. Frial EPSvr</p> <p>Deputy: Cherry Joy D. Garma SEPS</p>



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

	<p>*Ensure that the requirements for updating, maintaining and retraining documented information are established and implemented;</p> <p>*Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;</p> <p>*Oversee activities related to managing organizational knowledge and setting document management standards; and</p> <p>*Provide feedback to the QMR on the status of the control documents and records.</p>	<p>Members:</p> <p>Sherelyn B. Riodil AO IV</p> <p>Solito S. Cortel EPSvr</p> <p>Amelyn P. Abella EPSvr</p> <p>Eric Tapat ITO I</p> <p>Aldrich Quiocho PDO II</p> <p>Adelmar Paeta ADAs III</p> <p>Reyna Tajon ADAs III</p> <p>Jackielyn Fernandez ADA VI</p>
<p>Internal Quality Audit Team (IQAT)</p>	<p>*Implement and refer to the latest version of the Internal Quality audit Procedure in the PAWIM;</p> <p>*Undergo training on ISO 19011 (Guidelines for Auditing management System);</p> <p>*Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;</p> <p>*Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;</p> <p>*Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement and potential non-conformities raised during the Internal Audits; and</p> <p>*Provide the findings of the IQA through the audit summary report and status of request for action</p>	<p>Lead:</p> <p>Atty. Kim Rabara Administrative Officer V</p> <p>Deputy:</p> <p>Dr. Arlyn Dela Pena Batulan Medical Officer III</p> <p>Members:</p> <p>Christopher Michael Gasmen Accountant III</p> <p>Vincent Jude Rosales ADAs III</p> <p>Ruth Ramos ADAs III</p> <p>Milagros Paz ADAs III</p>



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

	(RFA) to the QMR as an Input to the Management Review.	<p style="text-align: center;">Giro Anthony Flandez ADA III</p> <p style="text-align: center;">Allan Barientos Librarian II</p> <p style="text-align: center;">Alimar Ablog EPS II</p>
<p style="text-align: center;">Training Advocacy Team (TAT)</p>	<p>*Orient employees and disseminate information on QMS related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;</p> <p>*Capacitate employees on the development of their Operations Manuals and Planning Documents;</p> <p>*Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;</p> <p>*Plan and coordinate effective deployment and efficient use of QMS training and materials;</p> <p>*Develop and disseminate IEC Materials to strengthen awareness on QMS and build a culture of continuous improvement; and</p> <p>*Provide feedback and updates to the QMR on the status of QMS-related training and awareness.</p>	<p>Lead: Aphrodite Hope Martinez SEPS</p> <p>Deputy: Felipa T. Regaspi EPSvr</p> <p>Members: Aurelyn Fieldad EPS II</p> <p style="text-align: center;">Jason Domingo ADA VI</p> <p style="text-align: center;">Jann Armie Adriatico ADAs III</p> <p style="text-align: center;">Sherwin Fabre PDO I</p> <p style="text-align: center;">Laurie Angela Agati Nurse II</p> <p style="text-align: center;">Nenita Alviar ADA VI</p> <p style="text-align: center;">Racquel Follante Principal II</p> <p style="text-align: center;">Dianne Frio ADAs I</p>
<p style="text-align: center;">Quality Workplace Team (QWT)</p>	<p>*Ensure consistent implementation of Quality workplace Standards;</p> <p>*Collaborate with concerned office/personnel to ensure a conducive and safe work/school environment to improve productivity;</p>	<p>Lead: Mary Joy P. Suero AO V</p> <p>Deputy: Pelagio Cardenas EPSvr</p>



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedvigan.city

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

	<p>*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>	<p>Members:</p> <p>Rommel Rabo EPSvr</p> <p>Arch. Ben John Lazo Architech III</p> <p>Raymart Quedado PDO II</p> <p>Maria Korynne Taborda Nurse II</p> <p>Ferdinand Flores AO II</p> <p>Maria Bernadette Sarmiento AO IV</p> <p>Jinky Joy Alejo ADAs III</p> <p>Ted Aurellado ADAs III</p>
--	---	--



Address: Mena Crisolago St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM

