



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

DIVISION MEMORANDUM
 No. 754, s. 2026

10 SEP 2026

**ORIENTATION ON THE QUALITY MANAGEMENT SYSTEM FOR CONTRACT
 OF SERVICE, JOB ORDER, NEW PERSONNEL & OTHER EMPLOYEES**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Elementary & Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2021 titled Institutionalization of a Quality Management System in the Department of Education, this Division shall conduct the Orientation on the Quality Management System for Contract of Service, Job Order, New Personnel and Other Employees on September 14, 2026 (1:00 PM – 5:00 PM) and September 15, 2026 (8:00 AM – 12:00 NN), at the SDO Conference Hall.

2. This activity aims to:

- a) Orient the basic principles, processes, and requirements of the Quality Management System (QMS).
- b) Recognize the participants' roles and responsibilities in supporting the implementation and continual improvement of the QMS

3. The official participants are the following:

CLUSTER I – September 14, 2026 (1:00 PM – 5:00 PM)

Drivers/Utility/Aides

NO.	NAME	POSITION/DESIGNATION
1.	Nestor Pascua	Administrative Aide IV
2.	Dennis Suero	Administrative Aide I
3.	Herman Arruejo	Driver
4.	Robert Pastor	Job Order
5.	Mary Grace Nemedez	Job Order
6.	Jay Paul Pilor	Job Order

Job Order, Contract of Service

NO.	NAME	POSITION/DESIGNATION
1.	Reynabel Amin	Job Order
2.	Cherry Marcos	Technical Assistant I
3.	Flora Rafanan	Administrative Support II
4.	Leah Regaspi	Technical Assistant I

CLUSTER II - September 15, 2026 (8:00 AM – 12:00 NN)

Personnel With No Prior Orientation

NO.	NAME	POSITION/DESIGNATION
1.	Alimar Ablog	Education Program Specialist II



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2.	Jayson Domingo	Administrative Assistant III
3.	Carlo Jigg Portugal	Legal Assistant I
4.	Reyna Tajon	Administrative Assistant III
5.	Rosjayne Mey Gandeza	Administrative Assistant III
6.	Janne Armie Adriatico	Administrative Assistant III

New Personnel

NO.	NAME	POSITION/DESIGNATION
1.	Christopher Padua	Administrative Aide VI
2.	Christian Alejo	Administrative Assistant II
3.	Lucky Vilorio	Administrative Aide VI
4.	Mary Joy Que	Administrative Assistant III
5.	Hazel Artates	Administrative Aide VI

4. Expenses incurred in the conduct of the activity (snacks of participants) shall be charged to Division MOOE/local fund subject to the usual accounting and auditing rules and regulations.

5. The identified participants are required to participate throughout the entire duration of the activity.

6. For information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD-HRD/ahem/ORIENTATION ON THE QUALITY MANAGEMENT SYSTEM FOR
CONTRACT OF SERVICE, JOB ORDER, NEW PERSONNEL & OTHER EMPLOYEES
2026-129/September 9, 2026





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PROGRAM OF ACTIVITIES
**ORIENTATION OF QUALITY MANAGEMENT SYSTEM FOR CONTRACT OF
 SERVICE, JOB ORDER, NEW PERSONNEL & OTHER EMPLOYEES**

Time	Activities	Person Responsible	Method
September 14, 2026/September 15, 2026			
1:00–1:15 PM	Registration & Preliminaries	Secretariat, TAT	Attendance, opening prayer, national anthem, welcome message
1:16–1:30 PM	House Rules Acknowledgement of Participants Message	TAT SDS Vilma D. Eda, CESO V	Presentation of objectives, house rules, deliverables.
1:31 – 1:45 PM	Pre-test	TAT	
1:46 – 3:30 PM	Orientation Proper		Presentation Discussion
	Topics: A. QMS Background B. Purpose C. Processes D. Organizational Chart E. Procedures and Work Instructions Manual F. QMS Teams	Aurelyn Fieldad Felipa Regaspi Aphrodite Hope Martinez Racquel Follante	
3:31 – 3:45 PM	Health Break		
3:46 – 4:15 PM	Discussion on the Importance of the Employee's Role in the QMS (Unit/Section Process)	Section Head/s Daisy Ancheta Susiemar Rapisura Greatest Yeng Castañeda	Presentation Discussion
4:16 – 4:30 PM	Posttest	TAT	
4:31 – 4:45 PM	Sharing of Insights Recapitulation	Participants	Focus Group Discussion
4:46 – 5:00 PM	Closing Activity	ALL	
END			

*Applicable to the 2nd cluster (8:00 AM – 12:00 NN – September 15, 2026)