



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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 JUN 15 2021
 DEPED-ABRA TIME

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 206 s. 2021

COMPOSITION OF THE QUALITY MANAGEMENT SYSTEM (QMS) TEAMS IN THE SCHOOLS DIVISION OF ABRA

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Division Personnel
 Other personnel concerned

From: **BENILDA M. DAYTACA, Ed. D. CESO VI**
 Assistant Schools Division Superintendent
 Officer In-Charge, Office of the Schools Division Superintendent

Date: June 2, 2021

1. In support to Deped Order No. 009, series 2021, Re: Institutionalization of a Quality Management System in the Department of Education, Deped SDO Abra organizes the Quality management System Team (QMST) with the following members with their responsibilities:

Top Management	Responsibilities
1. Benilda M. Daytaca, EDD., CESO VI 2. Soraya T. Faculo, Ph.D	<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 implementations; • Lead and conduct the Management Review (MR) at least every quarter;



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ISO 9001:2015 Certified
 Quality Management System
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	<ul style="list-style-type: none"> • Ensure that constitutional mandates, statutory, and regulatory requirements are met; and • Designate the Quality Management Representative (QMR)
Quality Management Representatives (QMR)	
HEDWIG M. BELMES Chief Education Supervisor	
LEMUEL B. DICKSON, ED.D. Chief Education Supervisor	
<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 to the requirements of ISO 9001; • Ensure the integrity and effectiveness of the QMS; • Ensure that the QPS, DepEd QPS targets, and objectives are aligned with the context and strategic directions of the top management; • Reports audit report, identified targets, opportunities for improvement, and other QMS-related matters, to the top management; • Ensure integration of the QMS requirements into DepEd 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 • Act as liaison of the Department with external parties on matters relating to the QMS. 	
Secretariat	
Chairman: Darren Cariño	<ul style="list-style-type: none"> • Coordinate effective deployment and efficient use of human, financial, and other physical resources for 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 on their efforts for continuous improvement of the QMS; • Facilitate the delivery of specific outputs in line with the QMS;
Co-Chairman: Rolly Barill	
Members: 1. Hazel Barilla 2. Edlaine Castillo 3. Rizanne Collado	



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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 to the QMR.
Quality Management Teams	
Knowledge Management Team (KMT)	
Chairman: Ronald T. Marquez Co-Chair: Noe- Magayam Members: <ol style="list-style-type: none"> Jam Rally Ballestra Shelyn Grace B. Balderama Janneliza M. Taloma Marlou B. Borja Rolly Joy "RJ" C. Barril Ameda T. Princer Pedro B. Talingdan Jr. Meldie M. Damian 	<ul style="list-style-type: none"> Implement and refer to the latest version of the document management procedure, 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.
Internal Quality Audit Team (IQAT)	
Chairman: Lorna B. Llana Co-Chair: Criselda Palos Members: <ol style="list-style-type: none"> Dr. Maricar V. Palos 	<ul style="list-style-type: none"> Implement and refer to the latest version of internal quality audit procedure in the PAWIM;



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<ol style="list-style-type: none"> 2. Catherine Lang-Ayan 3. Francisco Castillo 4. Angelica Bermudez 5. Milagros Acelador 6. Jesren Ballesta 	<ul style="list-style-type: none"> • Undergo training on ISO 19001 (Guidelines for auditing Management system) • Determine conformance of the QMS with planned arrangements and the requirement of ISO 9001; • Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement, 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 input to the management review.
Risk Management Team (RMT)	
Chairman: Jaeriel Bersamina	<ul style="list-style-type: none"> • Implement and refer the latest version of the risk planning guidelines and handling client complaints procedure in the 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 assuring the established action plans in the risk and opportunity registries are effective and implemented as scheduled; and • Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRF.
Co-chair: Meldie M. Damia	
Members: <ol style="list-style-type: none"> 1. Analyn F. Atmosfera 2. Riza E. Peralta 3. Jun P. Aguyos 	
Quality Work Team (QWT)	
Chairman: Janet Pascua	



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Co-Chair: Julio B. Lazaro	<ul style="list-style-type: none"> • Ensure the consistent implementation of quality workplace standards; • Collaborate with concerned office/personnel to ensure a conducive and safe work/school environment to improve productivity; • Monitor and evaluate cleanliness, 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.
Members: 1. Narciso Cannaoay 2. Ronilo P. Garcia	
3. Mariou B. Borja 4. Henrieta A. Bringas 5. Leonardo B. Balneg 6. Adelaida A. Bogayao 7. Ermely Paned 8. Lourdes Centeno	
Training Advocacy (TAT)	
Chairman: Eden T. Adriatico	<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 the 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.
Co-Chair: Jan Nowel E. Peña	
Members: 1. Deo Ramos 2. Rhoda P. Asencio 3. Jestoni B. Balneg	

3. Immediate dissemination of the memorandum to all concerned is highly appreciated.



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