



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

RELEASED
 JUN 07 2021
 DEPED-ABRA TIME 4:27

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 186 s. 2021

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

To: Assistant Schools Division Superintendent
 Chief Education Supervisor – 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;



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15

Accelerating and Bolstering Responsive Education that Nurtures Inspired and Outstanding LEARNERS... #ServingYOUwithaHeart



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

	<ul style="list-style-type: none"> • Ensure that constitutional mandates, statutory, and regulatory requirement are met; and • Designate the Quality Management Representative (QMR)
Quality Management Representative (QMR)	
Secretariat	
Chairman: Darren Cariño Co-Chairman: Rolly Barill Members: 1. Hazel Barilla 2. Edlaine Castillo 3. Rizanne Collado	<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; • 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: 1. Jam Rally Ballestra 2. Shelyn Grace B. Balderama 3. Janneliza M. Taloma 4. Marlou B. Borja 5. Rolly Joy "RJ" C. Barril 6. Ameda T. Princer 7. Pedro B. Talingdan Jr. 8. 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;



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15

Accelerating and Bolstering Responsive Education that Nurtures Inspired and Outstanding LEARNERS... #ServingYOUwithaheart



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

	<ul style="list-style-type: none"> 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: Loma B. Llaneza	<ul style="list-style-type: none"> Implement and refer to the latest version of internal quality audit procedure in the PAWIM; 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.
Co-Chair: Criselda Palos	
Members: <ol style="list-style-type: none"> Jesren Ballesta Catherine Lang-Ayan Francisco Castillo Angelica Bermudez Milagros Acelador 	
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;
Co-chair: Meldie M. Damia	
Members: <ol style="list-style-type: none"> Analyn F. Atmosfera Riza E. Peralta Jun P. Aguyos 	



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500894 QM15



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

	<ul style="list-style-type: none"> • 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.
Quality Work Team (QWT)	
Chairman: Janet Pascua	<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.
Co-Chair: Julio B. Lazaro	
Members: 1. Narciso Canaoay 2. Ronilo P. Garcia	
3. Marlou 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
Co-Chair: Jan Nowel E. Peña	
Members: 1. Deo Ramos 2. Rhoda P. Asencio 3. Jestoni B. Balneg	



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15

Accelerating and Bolstering Responsive Education that Nurtures Inspired and Outstanding LEARNERS. . . #ServingYOUwithaheart



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

	<p>build a culture of continuous improvement; and</p> <ul style="list-style-type: none">• Provide feedback and updates to the QMR on the status of QMS-related training and awareness.
--	--

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



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
CRN 50500994 QM15

Accelerating and Bolstering Responsive Education that Nurtures Inspired and Outstanding LEARNERS... #ServingYOUwithaHeart