



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-141

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
School Heads, Public Elementary and Secondary Schools
All SDO Personnel
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **RECONSTITUTION OF SDO MARINDUQUE QUALITY MANAGEMENT SYSTEM (QMS) TEAMS**

DATE: July 16, 2026

1. In support of the Department of Education's *One DepEd, One Quality Management System (QMS)* initiative, the Schools Division of Marinduque continuously strives to strengthen a unified and effective Quality Management System that ensures the delivery of efficient, responsive, and quality public service. To sustain the implementation of the Division QMS and ensure alignment with the requirements of ISO 9001:2015 and existing DepEd policies, this Office hereby announces the reconstitution of the SDO Quality Management System Teams.
2. The reconstitution aims to update the membership of the various QMS teams, clarify roles and responsibilities, enhance coordination among process owners, and ensure the effective implementation, monitoring and evaluation, and continual improvement of the quality management processes across the Division.
3. Enclosed for reference is the QMS Composition and Terms of Reference (TOR) as stipulated in DepEd Order No. 009, s. 2021 or the Institutionalization of Quality Management System in the Department of Education.
4. Immediate dissemination of this Memorandum is desired.



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SDO MARINDUQUE QUALITY MANAGEMENT SYSTEM(QMS)
Composition and Terms of Reference

	Name	Position / Designation	Duties and Responsibilities
Top Management	Lynn G. Mendoza, EdD	OIC, Schools Division Superintendent	• 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 (MR) at least every quarter; • Ensure that constitutional mandates, statutory, and regulatory requirements are met; and • Designate the Quality Management Representative (QMR).
Quality Management Representative (QMR)	Mabel F. Musa, PhD, CESO VI (QMR) Jelly L. Sore (Deputy QMR)	Asst. Schools Division Superintendent	• 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 and DepEd QMS targets and objectives are aligned with



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			the context and strategic directions of the Top Management; • Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management; • Ensure integration of the QMS requirements into DepEd's 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 QMS.
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QMS Teams

The composition of the QMS Teams is critical to ensure the operationalization of the QMS. Teams are expected to regularly communicate and collaborate within their respective offices/ schools and across each governance level, as needed, to ensure seamless and effective implementation of the QMS.

A. INTERNAL QUALITY AUDIT TEAM (IQAT)			
Lead	Annabelle M. Marmol	Education Program Supervisor	• Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM; • Undergo training on ISO 19011 (Guidelines for Auditing Management System); • Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001; • Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit; • Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement,
Deputy	Florie M. Regencia	Education Program Supervisor	
Members	Jelly L. Sore	Education Program Supervisor	
	Romualdo O. Magculang	Education Program Supervisor	
	Dr. Rica Mai O. Larga	Medical Officer	
	John Dhelter P. Pastrana	Accountant	
	Dr. Melanie M. Mendoza	Senior Education Program Specialist – SM&N	
	Rey R. Raymundo	Education Program Specialist II – SMM&E	



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			potential non-conformities, and 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 an input to the Management Review.
B. RISK MANAGEMENT TEAM (RMT)			
Lead	Maita M. Lazares	Chief Education Supervisor	• Implement and refer to 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 ensuring 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.
Deputy	Dr. Elvin C. Perlas	Education Program Supervisor	
Members	Marisol O. Luarca	Planning Officer III	
	Dr. Maridel G. Lincallo	Public Schools District Supervisor	
	Freddie M. Malabayabas	Education Program Supervisor	
	Dr. Dingson A. De Sena	Public Schools District Supervisor	
	Aurea L. Mazo	Public Schools District Supervisor	
	Arlene M. Marasigan	Administrative Officer V – Budget	
	Atty. Ayzel Lea R. Palmero	Attorney III	
C. QUALITY WORKPLACE TEAM (QWT)			
Lead	May Bernadeth O. de la Rosa	Administrative Officer V – Administrative Services	• Ensure consistent implementation of Quality Workplace Standards; • Collaborate with concerned office/ personnel to ensure a conducive and safe work/ school environment to improve productivity;
Deputy	Dr. Jennifer E. Monte	Education Program Supervisor	
Members	Engr. Arnold M. Moreno	Division Engineer	
	Edgar H. Loto	PDO II / DRRM Coordinator	

	Ruby M. Tan	Administrative Officer IV – Supply	• 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.
	Josefina P. Brual	Administrative Officer IV - Procurement	

D. TRAINING AND ADVOCACY TEAM (TAT)

Lead	Kyle David V. Atienza	Senior Education Program Specialist - HRDS	• 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 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.
Deputy	Dr. Ma. Shiela S. Saet	Education Program Supervisor	
Members	Glaiza T. Palatino	Education Program Specialist II – HRDS	
	Andy L. Pergis	PDO I	
	Charmain J. Mogol	Librarian II	
	Maria Kristine Nicola D. Iglesia	Nurse II	
	Wendy Ann S. Vergara	Legal Assistant I	
	Marie Laurence J. Luarca	Administrative Aide VI	

E. KNOWLEDGE MANAGEMENT TEAM (KMT)

Lead	John M. Chavez	Chief Education Supervisor	• 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
Deputy	Bernadith R. Lacerna	Senior Education Program Specialist – Planning & Research Section	
Members	Constancia R. Vasco	Public Schools District Supervisor	
	Myra R. Labay	Public Schools District Supervisor	

	Dr. Maria Lourdes P. Ricohermoso	Public Schools District Supervisor	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
	Jinky L. Meron	Administrative Officer IV – Records	
	Jennelyn D. Olpot	Administrative Assistant II	
	Joseph Arnold R. Almonte	PDO II	
	Engr. David M. Zoleta, Jr.	Information Technology Officer	
	Maridell F. Hermosa	Administrative Officer IV – Personnel	
	Aleli L. Arceo	Administrative Officer IV – Cash	
QMS Secretariat			
Lead	Dr. Fretzie P. Alcantara	Senior Education Program Specialist, SMM&E	The members of the QMS Secretariat shall coordinate with and report to the QMR. • Coordinate effective deployment and efficient 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 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.
Deputy	Dr. Mariam B. Rivamonte	Education Program Supervisor	
Members	Dr. Michelle M. Mutya	Education Program Specialist, ALS	
	Loida M. Ordillano	Nurse II	
	Mary Joy M. Roque	Administrative Assistant II	
	Fatima M. Villanueva	PDO I	

Reference: DepEd Order No. 09 s. 2021, "Institutionalization of a Quality Management System (QMS) in the Department of Education



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