



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

July 17, 2026

DIVISION MEMORANDUM

No. 068, s. 2026

**MARINDUQMS: JOURNEY TOWARDS ISO 9001:2015
CERTIFICATION TRAINING ACTIVITIES**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Administrative Officers V
SDO Unit and Section Heads
All Others Concerned

1. In line with the Department of Education's commitment to institutionalize quality management systems and continuously improve organizational performance, this Office, through the Quality Management System (QMS) Training and Advocacy Team (TAT), announces the conduct of **MarinduQMS: Journey Towards ISO 9001:2015 Certification Training Activities** with details indicated below:

DATE AND TIME	ACTIVITY	VENUE	TARGET PARTICIPANTS
July 23, 2026 9:00 A.M. – 4:00 P.M.	MarinduQMS Training Activity No. 1: Orientation on Internal Quality Audit and Training-Workshop on Gap Analysis (<i>Crafting of Operations Manual and Quality Control Plans</i>)	SDO Marinduque Conference Hall, Malusak, Boac, Marinduque	All SDO-based Personnel
July 30, 2026 9:00 A.M. – 4:00 P.M.	MarinduQMS Training Activity No. 2: Training-Workshop on Registries and SWOT Analysis (<i>Crafting of Risk, Opportunities, and Interested Parties Registries</i>)	SDO Marinduque Conference Hall, Malusak, Boac, Marinduque	All SDO-based Personnel
August 6, 2026 9:00 A.M. – 4:00 P.M.	MarinduQMS Training Activity No. 3: Training Workshop on Knowledge Management	SDO Marinduque Conference Hall, Malusak, Boac, Marinduque	All SDO-based Personnel
August 19-20, 2026 9:00 A.M. – 4:00 P.M.	Harmonization of Quality Control Plans	Aloha Gardens Bar and Restaurant, Market Site, Mogpog, Marinduque	Unit and Section Heads and Process Owners



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

2. The series of training activities aims to strengthen the understanding of SDO-based related teaching and non-teaching personnel on the principles and requirements of ISO 9001:2015 certification. Specifically, it aims to:

- a. develop and harmonize quality management documents, including but not limited to (1) operations manual, (2) quality control plans, (3) risk and opportunities registries, and (4) registry of interested parties;
- b. institutionalize risk-based thinking, knowledge management, and continual improvement practices across all functional divisions;
- c. enhance organizational efficiency through standardized processes and evidence-based planning; and
- d. prepare the Schools Division Office of Marinduque for ISO 9001:2015 certification.

3. **Participants, resource speakers, and members of the Program Management Team (PMT) shall accomplish the online profiling on or before July 23, 2026 through bit.ly/3TaoR8H.** Any correction in name, position, and/or official station shall be made in their accomplished profiles. This training shall follow the "No Profile = No Certificate" policy in accordance with Division Memorandum No. 42, s. 2025.

4. Immediate supervisors are enjoined to ensure the attendance and active participation of their personnel in the scheduled activities and to provide the necessary support in the preparation and completion of required quality management documents.

5. Furthermore, heads of functional divisions are encouraged to conduct office-based workshops and technical sessions following each training activity to reinforce the concepts discussed, enhance the competencies of their personnel, and facilitate the harmonization of processes, procedures, and quality management documents within their respective offices.

6. Training supplies, meals, and other authorized expenses related to the conduct of the activities shall be charged against the 2026 Division MOOE, subject to existing accounting and auditing rules and regulations.

7. Attached is the training matrix for the series of activities, for reference.

8. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: As stated
References: DepEd Order No. 009, s. 2021
Executive Order No. 605, s. 2007

To be indicated in the Perpetual Index
under the following subjects:

CERTIFICATION TRAINING PROGRAMS
WORKSHOPS

SGOD-HRDS/KDA
MarinduQMS: *Journey-Towards-ISO-9001:2015-Certification-Training-Activities / July 17, 2026*



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TRAINING MATRIX

MarinduQMS: Journey Towards ISO 9001:2015 Certification Training Activities

TIME	DURATION	TOPIC / ACTIVITY	TEAM RESPONSIBLE
July 23, 2026 MarinduQMS Training Activity No. 1 Orientation on Internal Quality Audit and Training-Workshop on Gap Analysis (Crafting of Operations Manual and Quality Control Plans)			
8:00-8:30 A.M.	30 mins	Registration of the Participants	Training and Advocacy (TAT)
8:31-9:00 A.M.	30 mins	Opening Program	TAT
9:01-9:15 A.M.	15 mins	Pre-Test	TAT
9:16-10:15 A.M.	60 mins	Session 1: Orientation on Internal Quality Audit	Internal Quality Audit Team (IQAT)
10:16-10:30 A.M.	15 mins	Health Break	
10:31-11:00 A.M.	60 mins	Session 2: Overview of the National Quality Management System	TAT
11:01 A.M. – 12:00 N.N.	60 mins	Session 3: Reorientation on the Crafting of Quality Control Plan (QCP)	TAT, QMS Secretariat
12:01-1:00 P.M.	60 mins	Lunch Break	
1:01-2:15 P.M.	75 mins	Session 4: Workshop on Crafting of QCP	TAT, QMS Secretariat
2:15-2:30 P.M.	15 mins	Health Break	
2:30-3:30 P.M.	60 mins	Session 4: Workshop on Crafting of QCP (cont.)	TAT QMS Secretariat
3:31-4:00 P.M.	30 mins	Presentation and Feedback	QMR, TAT, QMS Secretariat, IQAT
4:00-4:15 P.M.	15 mins	End-of-Activity Evaluation	QMS Secretariat
July 30, 2026 MarinduQMS Training Activity No. 2 Training-Workshop on Registries and SWOT Analysis (Crafting of Risks, Opportunities, and Interested Parties Registries)			
8:00-8:30 A.M.	30 mins	Registration of the Participants	TAT
8:31-9:00 A.M.	30 mins	Opening Program	TAT
9:01-9:15 A.M.	15 mins	Pre-Test	TAT
9:16-10:15 A.M.	60 mins	Session 1: SWOT Analysis	Risk Management Team (RMT)
10:16-10:30 A.M.	15 mins	Health Break	
10:31-11:00 A.M.	60 mins	Session 2: Registries of Risks and Opportunities	RMT

11:01 A.M. – 12:00 N.N.	60 mins	Session 3: Registry of Interested Parties	RMT
12:01-1:00 P.M.	60 mins	Lunch Break	
1:01-2:15 P.M.	75 mins	Session 4: Workshop on SWOT Analysis	RMT
2:15-2:30 P.M.	15 mins	Health Break	
2:30-3:30 P.M.	60 mins	Session 4: Workshop on Risks, Opportunities, and Interested Parties Registries	RMT
3:31-4:00 P.M.	30 mins	Presentation and Feedback	RMT, IQAT
4:00-4:15 P.M.	15 mins	End-of-Activity Evaluation	QMS Secretariat
August 6, 2026 MarinduQMS Training Activity No. 3 Training Workshop on Knowledge Management			
8:00-8:30 A.M.	30 mins	Registration of the Participants	TAT
8:31-9:00 A.M.	30 mins	Opening Program	TAT
9:01-9:15 A.M.	15 mins	Pre-Test	TAT
9:16-10:15 A.M.	60 mins	Session 1: Overview of Knowledge Management	Knowledge Management Team (KMT)
10:16-10:30 A.M.	15 mins	Health Break	
10:31-11:00 A.M.	60 mins	Session 2: Documented Information Management (DIM)	KMT
11:01 A.M. – 12:00 N.N.	60 mins	Session 2: Documented Information Management (DIM) (cont.)	KMT
12:01-1:00 P.M.	60 mins	Lunch Break	
1:01-2:15 P.M.	75 mins	Session 2: Documented Information Management (DIM) (cont.)	KMT
2:15-2:30 P.M.	15 mins	Health Break	
2:30-3:30 P.M.	60 mins	Session 3: Workshop on Knowledge Management	KMT
3:31-4:00 P.M.	30 mins	Presentation and Feedback	KMT, IQAT
4:00-4:15 P.M.	15 mins	End-of-Activity Evaluation	QMS Secretariat