



Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION  
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
 Division of Marinduque  
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Office of the Schools Division Superintendent

January 6, 2025

**DIVISION MEMORANDUM**  
 No. 003, s. 2025

**UPDATED COMPOSITION OF THE QUALITY MANAGEMENT SYSTEM (QMS) TEAMS**

TO: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Section/ Unit Heads  
 All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2021 titled **Institutionalization of Quality Management System in the Department of Education**, SDO Marinduque issues the additional members of the Quality Management Structure and Composition of QMS Teams:

Name	Position	Designation
Freddie M. Malabayabas	Education Program Supervisor	Member, Risk Management Team
Mary Joy M. Roque	Administrative Assistant II	Member, QMS Secretariat

2. Enclosed for reference is the QMS Teams Terms of Reference (TOR) stipulated in DepEd Order No. 009, s. 2021.
3. Immediate dissemination of and compliance with the contents of this Memorandum are highly desired.



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

Encl: As stated  
 Reference: DepEd Order No. 09 s. 2021  
 To be indicated in the Perpetual Index  
 under the following subjects:  
 ISO 9001:2015 CERTIFICATION  
 QUALITY MANAGEMENT SYSTEM

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

	<b>Name</b>	<b>Position / Designation</b>	<b>Duties and Responsibilities</b>
<b>Top Management</b>	Lynn G. Mendoza, EdD	OIC, Schools Division Superintendent	<ul style="list-style-type: none"><li>• Lead the establishment, implementation, and monitoring of the QMS at their level;</li><li>• Establish, communicate, and embody the Quality Policy Statement</li><li>• Ensure effectiveness of the QMS using risk-based thinking and risk management;</li><li>• Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS;</li><li>• Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders;</li><li>• Determine and provide necessary resources needed to implement and sustain QMS implementation;</li><li>• Lead and conduct the Management Review (MR) at least every quarter;</li></ul>

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			<ul style="list-style-type: none"> <li>• Ensure that constitutional mandates, statutory, and regulatory requirements are met; and</li> <li>• Designate the Quality Management Representative (QMR).</li> </ul>
<b>Quality Management Representative (QMR)</b>	<p>Mabel F. Musa, PhD (QMR)</p> <p>Jelly L. Sore (Deputy QMR)</p>	<p>Asst. Schools Division Superintendent</p>	<ul style="list-style-type: none"> <li>• Communicate the importance of having a QMS within DepEd;</li> <li>• Oversee the implementation and take accountability for the effectiveness of the QMS;</li> <li>• Ensure the conformance of the QMS to the requirements of ISO 9001;</li> <li>• Ensure the integrity and effectiveness of the QMS;</li> <li>• Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management;</li> <li>• Report audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management;</li> <li>• Ensure integration of the QMS requirements into DepEd's business processes;</li> <li>• Promote continuous improvement of the QMS and processes of the agency;</li> <li>• Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;</li> <li>• Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management; and</li> <li>• Act as liaison of the Department with external parties on matters relating to QMS.</li> </ul>

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<b>QMS Secretariat</b>	Fretzie P. Alcantara, EdD (Secretariat Lead)	Senior Education Program Specialist, SMM&E	<p>The members of the QMS Secretariat shall coordinate with and report to the QMR.</p> <ul style="list-style-type: none"> <li>• Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;</li> <li>• Provide technical and administrative support to successfully implement the QMS;</li> <li>• Coordinate QMS-related activities in their respective offices;</li> <li>• Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;</li> <li>• Facilitate the delivery of specific outputs in line with the QMS;</li> <li>• Assist the QMR in communicating with external parties on QMS-related matters; and</li> <li>• Provide feedback and updates on QMS-related matters to the QMR.</li> </ul>
	Mariam B. Rivamonte, EdD (Deputy)	Education Program Supervisor	
	Glaiza T. Palatino (Member)	PDO I – Youth Formation	
	Loida M. Ordillano (Member)	Nurse II	
	Jessarene R. Madronio (Member)	Administrative Aide VI	
	Mary Joy M. Roque (Member)	Administrative Assistant II	

#### 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.*

<b>a. Internal Quality Audit Team</b>	Ma. Cecilia S. Manay (IQAT Lead)	Chief Education Supervisor, SGOD	<ul style="list-style-type: none"> <li>• Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;</li> <li>• Undergo training on ISO 19011 (Guidelines for Auditing Management System);</li> <li>• Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;</li> </ul>
	Florie M. Regencia (Deputy)	Education Program Supervisor	
	Jelly L. Sore (Member)	Education Program Supervisor	
	Romualdo M. Magculang (Member)	Education Program Supervisor	
	Dr. Rica Mai O. Larga (Member)	Medical Officer	

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	John Dhelter P. Pastrana (Member)	Accountant	<ul style="list-style-type: none"> <li>• Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;</li> <li>• Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement, potential non-conformities, and non-conformities raised during the Internal Quality Audits; and</li> <li>• 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.</li> </ul>
	Maridell F. Hermosa (Member)	Administrative Officer IV	
	Aleli L. Arceo (Member)	Administrative Officer IV	
	Melanie M. Mendoza, DEM (Member)	Senior Education Program Specialist – SM&N	
	Rey R. Raymundo (Member)	Education Program Specialist II – SMM&E	
<b>b. Risk Management Team</b>	Maita M. Lazares (RMT Lead)	Education Program Supervisor	<ul style="list-style-type: none"> <li>• Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;</li> <li>• Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;</li> <li>• Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;</li> <li>• Provide feedback and update to the QMR on the status of risk assessment and action plans;</li> <li>• Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and</li> </ul>
	Marisol O. Luarca (Deputy)	Planning Officer III	
	Maridel G. Lincallo (Member)	Public Schools District Supervisor	
	Freddie M. Malabayabas (Member)	Education Program Supervisor	
	Aurea L. Mazo (Member)	Public Schools District Supervisor	
	Arlene M. Marasigan (Member)	Administrative Officer V - Budget	
	Atty. Ayzel Lea R. Palmero (Member)	Attorney III Legal Officer	

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			<ul style="list-style-type: none"> <li>Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRF.</li> </ul>
<b>c. Quality Workplace Team</b>	May Bernadeth O. de la Rosa (QWT Lead)	Administrative Officer V – Administrative Services	<ul style="list-style-type: none"> <li>Ensure consistent implementation of Quality Workplace Standards;</li> <li>Collaborate with concerned office/ personnel to ensure a conducive and safe work/ school environment to improve productivity;</li> <li>Monitor and evaluate cleanliness, orderliness, and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately;</li> <li>Provide feedback and updates to the QMR on the status of workplace management.</li> </ul>
	Nestor T. Rualo, EdD (Deputy)	Education Program Supervisor	
	Engr. Arnold M. Moreno (Member)	Division Engineer	
	Edgar H. Loto (Member)	PDO II / DRRM Coordinator	
	Ruby M. Tan (Member)	Administrative Officer IV – Supply	
	Josefina P. Brual (Member)	PDO I	
<b>d. Training and Advocacy Team</b>	Kyle David V. Atienza (TAT Lead)	Senior Education Program Specialist - HRDS	<ul style="list-style-type: none"> <li>Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;</li> <li>Capacitate employees on the development of their Operations Manuals and Planning Documents;</li> <li>Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;</li> <li>Plan and coordinate effective deployment and efficient use of QMS training and materials;</li> </ul>
	Ma. Shiela S. Saet, EdD (Deputy)	Education Program Supervisor	
	Charmain J. Mogol (Member)	Librarian II	
	Maria Kristine Nicola D. Iglesia (Member)	Nurse II	

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			<ul style="list-style-type: none"> <li>• Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement; and</li> <li>• Provide feedback and updates to the QMR on the status of QMS related training and awareness.</li> </ul>
<b>e. Knowledge Management Team</b>	John M. Chavez (KMT Lead)	Chief Education Supervisor	<ul style="list-style-type: none"> <li>• Implement and refer to the latest version of the Document Management Procedure, Document Matrix, and Organizational Knowledge Matrix in the PAWIM;</li> <li>• Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented;</li> <li>• Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;</li> <li>• Oversee activities related to managing organizational knowledge and setting document management standards; and</li> <li>• Provide feedback to the QMR on the status of the control documents and records</li> </ul>
	Bernadith R. Lacerna (Deputy)	Senior Education Program Specialist – Planning & Research Section	
	Constancia R. Vasco (Member)	Public Schools District Supervisor	
	Myra R. Labay (Member)	Public Schools District Supervisor	
	Maria Lourdes P. Ricohermoso, EdD (Member)	Public Schools District Supervisor	
	Jinky L. Meron (Member)	AO IV – Records	
	Jennelyn D. Olpot (Member)	Administrative Assistant II	
	Mayda N. Lagran (Member)	Education Program Specialist II – SM&N / Division Information Officer	
	Engr. David M. Zoleta, Jr. (Member)	Information Technology Officer	

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

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