



Republic of the Philippines  
**Department of Education**  
REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

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February 2, 2024

**DIVISION MEMORANDUM**

No. 006, s. 2024

**CAPABILITY BUILDING ON QUALITY MANAGEMENT SYSTEM (QMS)**

TO : Chief Education Supervisor (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Division Section Heads  
All Others Concerned

1. In preparation for the Institutionalization of a Quality Management System in the Department of Education as per DepED Order No. 009, s. 2021, this Office through the School Governance and Operations Division announces the conduct of the 2-day live-in Capability Building on Quality Management System on May 16-17, 2024. The venue will be announced later through a separate Division Memorandum.
2. This activity aims to:
  - 2.1 develop a deeper understanding of the Department's aim to institutionalize a QMS, QMS Structure, and QMS Teams' Terms of Reference;
  - 2.2 articulate the processes involved and the documentary requirements needed in the QMS implementation; and
  - 2.3 appreciate the importance of cementing QMS in the SDOs and schools/community learning centers to ensure consistent delivery of quality services.
3. The expected participants of this activity are the ASDS, CID & SGOD Chiefs, Section/Unit Heads, and other members of the Division Program Implementation Review (DPIR) Team (*see Enclosure No. 1*).
4. Enclosed is the Activity Matrix for reference.
5. Expenses for the food, venue, and accommodation of participants shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.

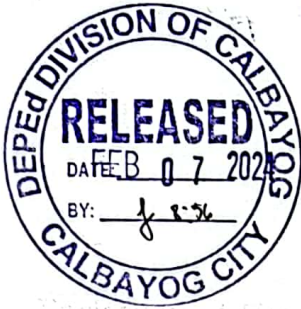


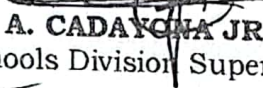
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Department of Education  
Region VIII-Eastern Visayas  
Schools Division of Calbayog City

6. This Memorandum shall serve as the **Travel Authority** of all the participants.
7. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.



  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
OIC-Schools Division Superintendent

*Enclosure - List of Participants, and Activity Plans*  
To be included in the Department Index Under the following subjects:  
8000  
QUALITY REIMAGEMENT SYSTEM



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**LIST OF PARTICIPANTS FOR THE  
 CAPABILITY BUILDING ON QUALITY MANAGEMENT SYSTEM (QMS)**

**PARTICIPANTS:**

NAME	POSITION/DESIGNATION	NAME	POSITION/DESIGNATION
<b>Office of the Schools Division Superintendent</b>		<b>Office of the Curriculum Implementation Division (CID)</b>	
1. Dr. Margarito A. Cadayona Jr., CESO VI	OIC-Schools Division Superintendent	27. Dr. Renato S. Cagomoc	Chief ES, CID
2. Dr. Jun-Nilou D. Dulfo	OIC-Asst. Schools Division Superintendent	28. Dr. Avelina P. Tupa	EPS I-Araling Panlipunan
3. Atty. Maria Catherine G. Salurio	Legal Officer	29. Arnold M. Jaraba	EPS I-EPP/TLE
4. Sheryll Ann Marie G. Lacaba, CPA	Accountant III	30. Mercedita S. Garcia	EPS I-MAPEH
5. Sunshine Marjorie E. Ventures	Budget Officer III	31. Ricky S. Cano	EPS I-ALS
6. Gary H. Ballon	ITO I	32. Joshua Sherwin T. Lim	EPS I-Mathematics
7. Grace S. Pagunsan	AO IV-Records	33. Dr. Lourdes L. Matan	EPS I-Filipino
8. Suzette Candaza	AO IV-Cashier	34. Dr. Joy B. Saldaña	EPS I-Science
9. Gennerson T. Nabual	AO IV-Property & Supply	35. Noel E. Sagayap	EPS I-LRMDS
10. Ma. Angela B. Antonio	AO IV-Records (OIC)	36. Dr. Nelson R. Bello	EPS-Values
11. Jennifer C. Alvarez	AOII/HRMO Designate	37. Dr. Erwin L. Purcia	EPS-English
12. Jay-ar John O. Panoy	AOII/Payroll Unit Head	38. Dr. Geraldine P. Sumbise	EPS-Designate
13. Jomarton B. Ladag	PMIS Focal Person	39. Rina M. Aboganda	EPS II-ALS/PMIS Focal Person
<b>Office of the School Governance and Operations Division</b>		40. Nora Capetillo	PSDS, Calbayog 1
14. Atty. Calick D. Arrieta PhD	Chief ES, SGOD	41. Ma. Teresa S. Simon	PSDS, Calbayog 2
15. Dr. Marilyn S. Tahil	EPS I-SGOD	42. Anabelle O. Yangzon	PSDS, Calbayog 3
16. Dr. Arlene C. Catalan	Medical Officer III	43. Jose O. Abon	PSDS, Calbayog 4
17. Carren Meryl A. Cabadsan	SEPS-SMN	44. Reynaldo T. Bernales	PSDS, Calbayog 5
18. Oscar D. Billate, Jr.	SEPS-SMM&E	45. Teresa D. Villa	PSDS, Calbayog 6
19. Marita P. Senolos	SEPS-HRD	46. Noemi S. Castante	PSDS, Oquendo 1
20. Galina V. Panela	SEPS-P&R	47. Benedicto M. Merales	District In-Charge, Oquendo 2
21. Jordan B. De Veyra	Engineer III	48. Ma. Gina U. Moreno	District In-Charge, Oquendo 3
22. Ma. Marlie M. Mendoza	Planning Officer III	49. Alma R. Caber	PSDS, Tinambacan 1
23. Eric R. Doroja	PDO II/DRRM Coordinator	50. Elbert G. Ongcal	PSDS, Tinambacan 2
24. Asther E. Bachar	EPS II-SMM&E/PMIS Focal	51. Ester A. Siozon	PSDS, Tinambacan 3
25. Marian C. Advincula	Youth Formation Coordinator	52. Samuel A. Repelente	National Learning Recovery Program Coordinator
26. Joana V. Portura	Youth Formation Coordinator		

\*\*\*\*\*Nothing Follows\*\*\*\*\*

Prepared by:

**OSCAR D. BILLATE JR.**  
 SEPS-SMM&E

Recommending Approval:

**JUN-NILOU D. DULFO**  
 OIC-Asst. Schools Division Superintendent

Approved:

**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
 OIC-Schools Division Superintendent



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**CAPABILITY BUILDING ON QUALITY MANAGEMENT SYSTEM (QMS)**

**ACTIVITY MATRIX**

May 16-17, 2024

Time	Day 1	Day 2
7:00-8:00am	Arrival	Arrival
8:00-9:00am	Preliminaries	Preliminaries and MOL
9:00am-12:00pm	Session 1: Inputs on DO 009, s. 2021	Session 3: Walkthrough of the PAWIM
12:00:1:00pm	<b>Lunch Break</b>	
1:00-4:00pm	Session 2: Walkthrough of the QMS Manual	Session 4: Document Organization
4:00-5:00pm	Open Forum	Open Forum and Closing Activities
Class Managers	<i>Rosalita M. Rivera, EPS II-HRD and Asther E. Bachar, EPS II-SMM&amp;E</i>	

Prepared by:

*[Signature]*  
**OSCAR D. BILLATE, JR.**  
SEPS-SMM&E

Recommending Approval:

*[Signature]*  
**JUNILYN B. DOLFO PhD**  
OIC-Asst. Schools Division Superintendent

APPROVED:

*[Signature]*  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
OIC-Schools Division Superintendent

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