

Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF TANGUB CITY

February 18, 2020

DIVISION MEMORANDUM
No. 54, s. 2020

ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 369, S. 2019 RE: COMPOSITION OF COMMITTEES FOR QUALITY MANAGEMENT SYSTEM (QMS)

To: All DepEd Division Office Personnel
This Division

1. This Office issued Division Memorandum No. 369, s. 2019 dated December 19, 2019 re: Composition of Committees for Quality Management System (QMS).
2. The composition has been agreed during the conduct of Quality Management System (QMS) Phase 1 and 2 on December 12-13, 2019 at the Division Office Conference Hall, Tangub City.
3. These are the committees (Required Key Positions/Roles During Setting-up of ISO) created for the Quality Management System (QMS) with the Division Personnel involved and their roles to wit;

Over All Chair: Agustines E. Cepe, CESO V
Schools Division Superintendent

Co-Chair: Rosemarie T. Macesar
OIC_Asst. Schools Division Superintendent

A. Documents Control

Annalou B. Flores - Documents Control Officer

Roles:

- Prepares all documented information necessary in the implementation of the QMS;
- Maintains all documented information required by the standard;
- Implements coding system in all documented information;





- Maintains a procedure for revision of documents.
- Mary Grace B. Macas - Documents Control Assistant
- Ronelle D. Silada - Documents Control Assistant
- Geraldine C. Benghit - Documents Control Assistant
- Roles: - Each department has its own documents control assistant (SGOD, Admin. and CID)

B. Internal Auditors

- Roger F. Duhaylungsod - Lead Internal Auditor
- Mario Esteban C. Arsenal - Internal Auditor
- Bride Joy M. Candano - Internal Auditor
- Jolito P. Vince - Internal Auditor
- Krizza Lorraine E. Duhaylungsod - Internal Auditor
- Anna Daphne C. Mugar - Internal Auditor
- Reneboy G. Roxas - Internal Auditor
- Efleda D. Enerio - Internal Auditor
- Shieldon F. Honculada - Internal Auditor
- Delma R. Denapo - Internal Auditor
- Sherly C. Alivio - Internal Auditor
- Marilou S. Galvez - Internal Auditor

- Roles:
- Prepares the Audit Program, Audit Plan, and Audit Checklists;
 - Performs internal audits at specified intervals;
 - Prepares internal audit reports.

C. Secretary

- Roles:
- Reabelle Ann I. Huertas
 - Prepares minutes of meetings of all activities related to ISO;
 - Collects all documented information (required by the standard) from all offices for review of the ISO Team;
 - Prepares memo related to ISO meeting/activities;





- Prepares accomplishment reports of all ISO-related activities

- D. Risk Management Team
 - Danilo U. Omega
 - Romel E. Huertas
 - Sherly C. Alivio
 - Gina L. Mandawe

- Roles:
 - Establishes the criteria for assessing risks (Risk Matrix)
 - Facilitates risk assessment of all offices;
 - Ensures that all risks identified are being acted on
 - Assesses the effectiveness of actions to address risks

- E. Continuous Improvement
 - Marilou S. Galvez
 - Virginia S. Bagaboyboy
 - Margissa T. Amen
 - Dorothy P. Neri

- Roles:
 - Ensures that all nonconformities are addressed
 - Facilitates the closure of nonconformities through root cause analysis

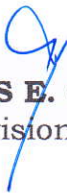
- F. Documentation
 - Alden M. Antonio
- Roles:
 - Documents activities (video or photo) that will be used reference/evidence





- G. Maintenance Officer - Wilfredo B. Cañete
Role: - Monitors the status of the facilities
(buildings and equipment of the Division
Office)
- H. Statistician - Puriza L. Legaspi
Role: - Makes reports on analysis based on the
Monitoring, Measurement, Analysis and
Evaluation Plan
- I. Communication Team - Virginia S. Bagaboyboy
Dorothy P. Neri
Redeemer Denapo
Role: - Identifies Internal and External
communications
- Establisheds and maintains and
communications plan

4. Immediate and wide dissemination of this Memorandum is desired.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/RTM/2/18/20

