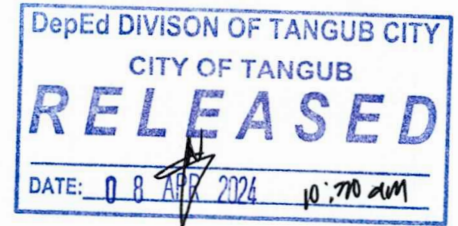




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



April 4, 2024

DIVISION MEMORANDUM

No. 145, s. 2024

COMPOSITION OF COMMITTEES FOR NATIONAL QUALITY MANAGEMENT SYSTEM (NQMS)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors (EPSs)
 Public District In- Charge (PSDICs)
 Public Secondary and Elementary
 Section Heads
 This Division

1. As part of our ongoing Institutionalization of the Quality Management System in the Department of Education per Regional Memorandum No.0164, s.2024 re: Orientation to the National Quality Management Systems (NQMS) for the school's division offices.

2. These are the committees of the Division QMS Teams roles and responsibilities:

Top Management /QMR	Personnel Involved /Positions	Responsibilities
Top Management	Shambaeh A. Abantas-USman Schools Division Superintendent	The Top Management shall have the Following responsibilities: <ul style="list-style-type: none"> • Lead the establishment and monitoring of the QMS at their level. • Establish, communication and embody the Quality the Policy Statement. • Ensure effectiveness of the QMS using risk-based thinking and risk management.



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		<ul style="list-style-type: none">• Ensure the 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 the constitutional mandates, statutory and regulatory requirements are met; and• Designate the Quality Management Representative (QMR)
Quality Management Representative	Erlinda G. Dael Assistant School Division Superintendent	<p>The QMR shall be designated by the respective Top Management of each governance level. The QMR shall have the following responsibilities:</p> <ul style="list-style-type: none">• Communicate the importance 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.



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		<ul style="list-style-type: none"> • Ensure that the QPS and DepEd QMS targets and objectives are aligned with 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 process of the agency. • Promote continuous improvement of the QMS and the processes of the agency. • Engage, direct and support QMS Teams and their members to contribute to the effectiveness of the QMS. secretariat including each 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.
<p>QMS Secretariat</p>	<p>Angelina B. Buaron Chief Education Supervisor (CID)</p>	<p>The members of the QMS secretariat shall coordinate with and report to the QMR. The QMS Secretariat shall have the following responsibilities.</p>



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		<ul style="list-style-type: none"> • Coordinate effective deployment and efficient use of human, financial and other physical resource 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 the continuous improvement of the QMS. • Facilitate the delivery of specific output in line with 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.
<p>Internal Quality Audit Team</p>	<p>Roger A Baril Education Program Supervisor</p>	<ul style="list-style-type: none"> • 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, Capacity building for the members of each team shall be done through a National



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guidelines of which shall be provide in a separate memorandum. Below are the five QMS Teams and their respective responsibilities:

- Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;
- Undergo training on ISO 19011 (Guideline 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, potential nonconformities raised during the Internal Quality Audits; and
- Provide the findings of the IQA through the audit summary report and status of Request for Actions (RFA) to the QMR as an input to the Management Review (MR).



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Risk Management Team	Lorna C. Penonal Chief Education Supervisor	<ul style="list-style-type: none">• Implement and refer to the latest version of the Risk Planning Guidelines and Handling Clients Complaints Procedure in the PAWIN;• Ensure reporting, analysis, monitoring and evaluation of clients 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 actions plans in the Risk and Opportunities Registry are effective and implemented as scheduled; and• Ensure documentation and clear implementation of quality objectives through the review of the targets and indicators in the OPCRf.
Knowledge Management Team	Eleanor A. Bellingan Administrative Officer IV (Records)	<ul style="list-style-type: none">• 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



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		<p>documented information are established and implemented.</p> <ul style="list-style-type: none">Organize the operation and administrative records to ensure availability, completeness, consistent, generation, protection, easy retrieval and proper disposal of documents and records,
Training and Advocacy Team	<p>Rene Boy G. Roxas Senior Education Program Supervisor</p>	<ul style="list-style-type: none">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 Manual and Planning Documents;Develop effective training and advocacy materials to enable the successful implementation and sustainability of QMS;Plan and coordinate deployment and effective use of QMS training materials;Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement andProvide feedback and updates to the QMR on the status of QMS-related training and awareness.



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Quality Workplace Team	Delma R. Denapo Administrative Officer V	<ul style="list-style-type: none">• Ensure consistent implementation of Quality Workplace standards.• Collaborate with concerned office/personnel to ensure a conducive and safe work/school environment to improve productivity;• 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.
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3. Immediate and wide dissemination of this Memorandum is desired.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *Shamb*