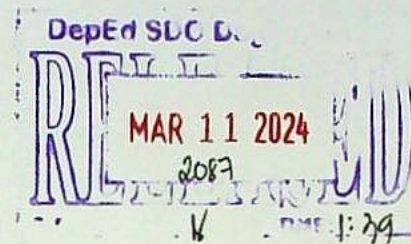




Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**Office of the Schools Division  
Superintendent**

**Division Memorandum**

No. 104 s. 2024

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Legal Officer  
Administrative Officer V  
All Proposed ISO QMS Core Team Members

From: **Office of the Schools Division Superintendent**

Subject: **PLANNING AND CAPACITY-BUILDING WORKSHOP ON THE CONDUCT OF  
QUALITY MANAGEMENT SYSTEM AT SDO DAGUPAN**

Date: March 11, 2024

- 1) Anent to the Regional Office's Quality Management System Harmonization of the One DepEd, One QMS for the Schools Division Offices, Top Management is leading and directing a Planning and Capacity-Building Workshop on the QMS and PAWIM Manual (as) distributed to the different functional offices by the Records Officer in soft copy last February 28-29, 2024.
- 2) **Participants** to this Planning and Capacity-Building Workshop which will be held **on March 21-22, 2024, 4<sup>th</sup> floor Training Hall** are advised to bring:
  - bring paper and pen for notetaking
  - perform a cursory reading of the QMS and PAWIM manuals including ISO Clauses for a short Assessment Exercise to serve as baseline data of their working knowledge and background;
  - prepare one process and sub-process as sample for presentation after the lecture-presentation of the QMR
- 3) For widest dissemination and compliance.

**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



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**ANNA LIZA M. CHAN – OIC, ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

**QUALITY MANAGEMENT REPRESENTATIVE: MARIA VICTORIA S. ANTONIO**

**QMS Secretariat: Irish Diana J. Solis  
Gilliane Jessa S. Casaclang  
Chelsea Paras  
Robet Bruce Dela Cruz**

**SDO DAGUPAN QUALITY MANAGEMENT CORE TEAM**

<b>RISK MANAGEMENT TEAM</b>	<b>KNOWLEDGE MANAGEMENT TEAM</b>	<b>TRAINING AND ADVOCACY TEAM</b>	<b>INTERNAL QUALITY AUDIT TEAM</b>	<b>DOCUMENTED INFORMATION MANAGEMENT TEAM</b>	<b>QUALITY WORKPLACE TEAM</b>
<b>Lead:</b> Edilberto R. Abalos-SGOD  <b>Members:</b> Elvira N. Villamor-SGOD  Isabelita N. Daroya-CID  Jaime Siapno-CID  Debbie C. Gan-CID  Perpetua V. Barongan-CID  Edgar T. Timbol-SGOD  Napoleon S. Rovillos-SGOD  Gemma P. Resurreccion-OSDS  Janelle S. de Guzman-OSDS  Glenn Erickson T. Basto-SGOD	<b>Lead:</b> Maria Linda R. Ventenilla-CID  <b>Members:</b> Renata G. Rovillos-CID  Joann L. Jimenez-SGOD  Gemma M. Erfelo-CID  Maria Socorro G. Dimalanta-CID  Agnes B. Royulada-CID  Alfred B. Gonzales-CID  Liezl S. Cancino-CID  Cherry A. Cayabyab-CID  Ronie G. Bonao-CID  Sheryl S. Villacorta-CID  Liberty G. Roxas-CID  Reynante B. Infante-OSDS  Lemuel Dino V. Visperas-CID  Haydee C. Maiquez-SGOD	<b>Lead:</b> Irish J. Solis-SGOD  <b>Members:</b> Gilliane Jessa S. Casaclang-SGOD  Cristina C. Aquino-CID  Jan Vincent V. Galvez-CID  Freddie M. Soriano-CID  Alicia B. Quimboy-CID  Allan D. Manaois-OSDS  Kristel Gay C. Raymundo-OSDS  Christian Paul Q. Espiritu-SGOD	<b>Lead:</b> Jane T. Cajayon-CID  <b>Members:</b> Jose O. Oviedo-OSDS  Theresa P. Parayno-SGOD  Edwin R. Ferrer-CID  Leonarda J. Manansala-CID  Rowena D. Lapaan-CID  Harking C. Reyes-OSDS  Jennette A. Sison-OSDS  Isagani D. Rosario-SGOD  Clarita F. Tamayo-OSDS  Bethany Venice S. Bautista-SGOD  Teodoro L. Manaois-SGOD	<b>Lead:</b> Pilita O. Bautista-OSDS  <b>Members:</b> Aprille Eve D. Diaz-OSDS  Henry L. Refuerzo-SGOD  Gim Bonnio V. Calulut-CID  Marife M. Mercado-OSDS  Carla Jane Fernandez-OSDS  Perpetua B. Flores-ALS  Mark Lambert C. Bato-OSDS  Noreen B. Vidal-SGOD  Marites D. Mendoza-OSDS  Czar Odell B. Bohol-OSDS	<b>Lead:</b> Myrel Angelica N. Lopez-OSDS  <b>Members:</b> Tatum Grace L. Manzano-SGOD  Vladimir C. Parayno-SGOD  Froilan M. Julian-OSDS  Jeaneline R. Trigue-SGOD  Sarah Joy M. Sadaba-OSDS  Zenaida Q. Peralta-OSDS  Arianne Mae S. Ollado-OSDS  Rosette A. Ramos-OSDS