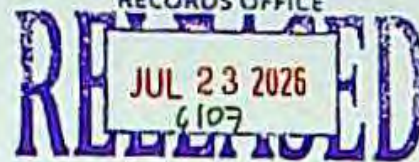




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



By: Time: 8:40

Office of the Schools Division
Superintendent

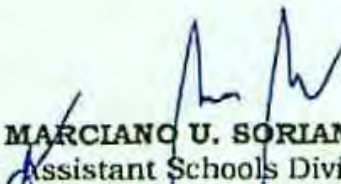
21 July 2026

Division Memorandum
No. 426 s. 2026

**QUALITY MANAGEMENT SYSTEM SCHEDULE OF BASELINE READINESS
ASSESSMENT DOCUMENTS CHECKING - PHASE 2**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Legal Officer III
Administrative Officer V
All QMS Teams
All Process Owners Concerned

1. Anent to the reply of the Regional Office on our letter dated July 15, 2026 relative to our request for technical assistance provision for the QMS Phase 2 or Evaluation of the activities and resources in managing the environment and processes, this office advises all concerned to attend and participate to this activity to be held on July 23-24, 2026 at the Division Training Center from 8:00 a.m. - 5: 00 p.m. (See list of participants as Enclosure 1 and Program as Enclosure 2)
2. Accordingly, all process owners who have only partial submissions on the various planning documents namely: QCP, Risk, SWOT, Opportunity Registry, List of Interested Relevant Parties including MOVs, and the Operations Manual are reminded anew to comply these documents and be prepared for an oral presentation as may be needed, during the workshop.
3. For your information and guidance.


MARCIANO U. SORIANO JR. PhD CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division
Superintendent
Enclosure 1

TOP MANAGEMENT: MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

ANNA LIZA M. CHAN, CESE
Assistant Schools Division Superintendent

QUALITY MANAGEMENT REPRESENTATIVE: JANE T. CAJAYON-CID

QMS Secretariats

Lead: Cristina C. Aquino-CID

Members: Gilhane Jessa S. Casaclang

Noemi Tadeo
Honeylet B. Posadas

2026 UPDATED SDO DAGUPAN QUALITY MANAGEMENT SYSTEM CORE TEAMS

RISK MANAGEMENT TEAM	KNOWLEDGE MANAGEMENT TEAM	TRAINING AND ADVOCACY TEAM	INTERNAL QUALITY AUDIT TEAM	QUALITY WORKPLACE TEAM
Lead: Liezl S. Cancino-SGOD	Lead: Maria Linda R. Ventenilla-CID	Lead: Irish J. Solis- SGOD	Lead: Marckoni F. Taroma-CID	Lead: Myrel Angelica N. Lopez- OSDS
Members: Jaime C. Siapno-CID	Members: Renata G. Rovillos-CID	Members: Isagani D. Rosario-SGOD	Members: Maria Victoria S. Antonio- SGOD	Members: Tatum Grace L. Manzano- SGOD
Perpetua V. Barongan-CID	Gemma M. Erfelo-CID	Edwin R. Ferrer-CID		Jeaneline R. Trigue-SGOD
Edgar T. Timbol-CID	Maria Socorro G. Dimalanta- CID	Jan Vincent D. Galvez- SGOD	Leonarda J. Manansala-CID	Chelsea Paras- OSDS
Vladimir C. Parayno-SGOD	Agnes B. Royulada-CID	Noemi Tadeo- OSDS	Clarita F. Tamayo-OSDS	Jennette Sison - OSDS
Janelle S. de Guzman-OSDS	Alfred B. Gonzales-CID	Carla Jane F. del Rosario - OSDS	Harking C. Reyes-OSDS	Allan D. Manaois- OSDS
Jellie A. Solis- OSDS	Liberty G. Roxas-CID	Edwin S. Juliano- OSDS	Agnes T. Calicdan - CID	Sarah Joy M. Sadaba-OSDS



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division
Superintendent

Karen Ann M. de Vera - OSDS	Cherry A. Cayabyab-CID	Jozzana Basto-SGOD	Ronie G. Bona-CID	Arianne Mae S. Ollado-OSDS
Giovani Anthony Arafiles - SGOD	Lemuel Dino V. Visperas-CID		Sheryl S. Villacorta-CID	Crisonia P. Uson-Galivo
Kristel Gay C. Raymundo-SGOD	Gim Calulut-CID		Glenn Erickson T. Basto-SGOD	Robet Bruce Dela Cruz-OSDS
Elvira N. Villamor-SGOD	Freddie M. Soriano-CID		Bethany Venice S. Bautista-SGOD	Lilia R. De Guzman-OSDS
Christian Paul Q. Espiritu-SGOD	Perpetua B. Flores-CID		Jane P. Salayog-SGOD	Napoleon S. Rovillos
Joann L. Jimenez-SGOD	Haydee C. Maiquez-SGOD			Jerome A. Tomelden
	Noreen B. Vidal-SGOD			Gloria P. Flores
	Marina Festejo-SGOD			Abegail De Vera
	Reynante B. Infante-OSDS			Jan Francis B. Del Rosario
	Pilita O. Bautista-OSDS			Jocelyn P. Tibalao-OSDS
	Aprille Eve D. Diaz-OSDS			Ma. Paz A. Fernandez-OSDS
	Gardenia Ferrer-OSDS			Diosdado F. Caguioa-OSDS
	Henry L. Refuerzo-OSDS			Roel R. Ubando-OSDS
	Marife M. Mercado-OSDS			Ricky T. Soriano-OSDS
	Marites D. Mendoza-OSDS			Nathaniel L. Maron-OSDS
	John Paul Saplan-OSDS			
	Czar Odell B. Bohol-OSDS			
	John Cezar Adorable-OSDS			



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division
Superintendent

	Janice Vergara			Edwin H. Rico- OSDS
				Myla Vergonia- OSDS
				Jocelyn T. Llobrera-OSDS
				Melinda C. Dela Cruz- OSDS
				Mesug L. Macalawan- OSDS
				Kaye Francheska R. De Guzman- OSDS
				Kirsten Chloe Juliano-SGOD
				Christian Bautista- OSDS
				Keene Ruben Arzadon- SGOD
				Raymund Rabe-SGOD

Day 2

The following are the participants for Day 2.

- Top Management
- Quality Management Representative
- Quality Management System Secretariat
- Core Teams – Team Leads
- Selected Members of each Core Teams to be selected by the Team Leaders
- Unit Heads per Office
- Program Owners



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OFFICE DAGUPAN CITY

QUALITY CONTROL PLAN

Effective as of: June 01, 2026

Name of the Process:		RESEARCH MANAGEMENT				
Name of the Sub-Process		Implementation and Monitoring				
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
-Central Office -SDO Dagupan	List of Approved Action or basic research proposals during the SDRC Oral Defense Evaluation Division Memorandum	1.From review of List of Approved Action or basic research proposals during the SDRC Oral Defense Evaluation, determine ARs for monitoring of their proposed AR intervention based on their Workplan 2. Prepare a division memorandum to inform the teacher-proponents on the monitoring of proposed AR intervention through issued DM	SEPS SEPS SDRC Chair Endorse the division memorandum SDS: -Approve the division memorandum -School heads, EPS for	-List of Approved Action or basic research proposals during the SDRC Oral Defense Evaluation -Division Memorandum	Teacher-proponents	-DepEd Order 26 s.2021: Amendment to DepEd Order No. 016 s.2017 (Research Management Guidelines) -Division Memorandum List of Approved Action or basic research proposals during the SDRC Oral Defense Evaluation



Address: Burgos St., Poblacion Oeste, Dagupan City
 Email Address: dagupan.city@deped.gov.ph
 Website: depeddagupan.com

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
			learning area and PSDSs			
	AR Proposal Daily Lesson Plan Daily Lesson Log, as may be needed Monitoring and Evaluation Form on Proposed AR/Basic Research	3. Conduct scheduled monitoring in the school 4. Present advice/comments to teacher-proponent on the result of monitoring 5. Advise teacher-proponent for needed action on any parts of the observation	SEPS -EPS for Learning Area Dept. head /School head upon their availability SEPS EPS for Learning Area Dept. head /School head upon their availability	AR Proposal Daily Lesson Plan Daily Lesson Log, as may be needed Accomplished Monitoring and Evaluation Form on Proposed AR/Basic Research		Division Memorandum of scheduled monitoring in the school

Prepared by:

Liezl S. Cancino
Chief Education Supervisor

Approved by:

Marciano U. Soriano Jr. PhD., CESO VI
Assistant Schools Division Superintendent
Office-In-Charge
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division
Superintendent

Enclosure 2. Program

July 23-24, 2026 / DTC

July 23, 2026	
SESSION	LEARNING FACILITATOR
Opening Program	
Nation Anthem	AVP
Opening Prayer	AVP
Recitation of DepEd Quality Policy Statement	All Participants
Acknowledgement of Participants	
Welcome Message	
Introduction of Resource Persons	
Topic: A. Understanding Knowledge Management	Chief Maria Teresa M. Bautista Lead, Knowledge Management Team
B. Document Information Management (Procedural Details)	Edwina M. Manalang Deputy, Knowledge Management Team
C. Documented Information Matrix (Reference Coding for Forms and Templates)	Nhyke Bryan R. Bactat Deputy, Knowledge Management Team
D. Verification of QMS Documents (Operations Manual, Planning Documentations)	
Evaluation Day 1	

July 24, 2026	
SESSION	LEARNING FACILITATOR
Opening Program	
Nationalistic Song	AVP
Opening Prayer	AVP
Recitation of DepEd Quality Policy Statement	All Participants
Roll call of Participants	
Review and Questions: E. Giving Feedback and Q and A F. Ways Forward	
Evaluation Day 2	
Closing Program	