



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

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Office of the Schools Division
Superintendent

16 September 2026

DIVISION MEMORANDUM

No. 514 s. 2026

**ADDENDUM AND CORRIGENDUM TO DM NO. 435, S. 2026 -
UPDATING THE QUALITY MANAGEMENT SYSTEM (QMS) TEAM STRUCTURE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. To ensure the effective implementation, monitoring, and continual improvement of the Quality Management System (QMS) of the Schools Division Office, this Corrigendum and Addendum is hereby issued to Division Memorandum No. 435, s. 2026 entitled "Updating the Quality Management System (QMS) Team Structure."
2. The following corrections and additional provisions shall be incorporated into the said Memorandum:

The following personnel is hereby added as a member/s of the following:

Name	Designation/Office	Assignment
Jerylee P. Tolentino	Education Program Supervisor - SGOD	Member, Risk Management Team
Paul Michael P. Felstead	Public Schools District Supervisor	Member, Internal Quality Audit Team
Atty. Jose O. Oviedo	Legal Officer	Member, Internal Quality Audit Team

The additional members shall perform the functions and responsibilities assigned to the Risk Management Team and Internal Quality Audit Team, respectively, in accordance with established QMS procedures and applicable DepEd policies and guidelines.



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There shall be a change of assignment of designated QMS Team members as indicated below:

Name of Personnel	Previous Assignment	New Assignment
Joann L. Jimenez	Co-Lead, RMT	Member, RMT
Edgar T. Timbol	Member, RMT	Co-Lead, RMT
Kristel Gay C. Raymundo	Member (SGOD), QMS Secretariat	Lead, QMS Secretariat
Gilliane Jessa S. Casaclang	Lead, QMS Secretariat	Member (SGOD), QMS Secretariat
Ma. Paz A. Fernandez	Member, Quality Workplace Team	Member, Internal Quality Audit Team

The concerned personnel shall assume the functions and responsibilities corresponding to their new assignments upon effectivity of this Corrigendum and Addendum.

- To strengthen the Division's mechanism for gathering, monitoring, analyzing, and responding to feedback from citizens and clients, a Citizen/Client Satisfaction Feedback Management Team is hereby created and included in the QMS Team Structure.

The composition of the Citizen/Client Satisfaction Feedback Management Team shall be as follows:

Name	Role
Paul Michael P. Felstead	Lead
Reynante B. Infante	Co-Lead
Arriane Mae S. Ollado	Member
Jan Francis B. del Rosario	Member
John Vincent Galvez	Member
Richard Junio	Member

- All other provisions of Division Memorandum No. 435, s. 2026 that are not inconsistent with this Corrigendum and Addendum shall remain in full force and effect.
- All concerned personnel are hereby enjoined to take note of and comply with the changes and additional provisions stipulated herein to ensure the effective implementation of the Division's Quality Management System.



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6. This Corrigendum and Addendum shall take effect immediately upon issuance.
7. For information, guidance, and strict compliance.

[REDACTED]
MARCIANO U. SORIANO JR., PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent