



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

March 5, 2025

Division Memorandum

No. 10, s. 2025

PROFESSIONAL DEVELOPMENT NEEDS SURVEY ON THE QUALITY MANAGEMENT SYSTEM (QMS) IMPLEMENTATION AND COMPOSITION OF THE QMS TEAMS IN THE SCHOOLS DIVISION OF TABUK CITY

To: Asst. Schools Division Superintendent
Chief of Divisions
Heads of Units and Sections
All others concerned

1. In line with Regional Memorandum No 155, s. 2025 (Professional Development Needs Survey on the Quality Management System (QMS) Implementation in the Schools Division Offices) and pursuant to DepEd Memorandum No. 14, s. 2022, titled "Guidelines on the Implementation of ISO 9001:2015 QMS in Regional and Schools Division Offices, the Schools Division of Tabuk City announces the composition of the Quality Management System (QMS) Teams.

2. The QMS Teams are responsible in ensuring that the Schools Division of Tabuk City maintains high standards of quality in its processes, products, and services. Their duties include developing and implementing quality policies, procedures, and objectives to comply with regulatory and industry standards. They oversee documentation control, conduct internal audits, and monitor performance to identify areas for improvement. The team also plays a key role in training employees, promoting a culture of continuous improvement, and ensuring that corrective and preventive actions are effectively implemented. Additionally, they collaborate with different units and sections to integrate quality management into all operations, analyze data for decision-making, and enhance customer satisfaction by addressing feedback and improving overall efficiency.

3. The members of the QMS Teams and their specific duties and responsibilities is reiterated below:

A. Quality Management Representative (QMR). Oversees the implementation, maintenance, and continuous improvement of the Quality Management System (QMS) to ensure compliance with quality standards and regulatory requirements. Conducts internal audits, monitor processes, and coordinate corrective and preventive actions to address non-conformities and enhance efficiency. The members of the QMR are:

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| 1. Benedicta B. Gamatero, PhD, CESO V | Schools Division Superintendent |
| 2. Jan Nowel E. Peña | OIC Asst. Schools Division Superintendent |
| 3. Sally P. Feken | Chief, School Governance and Operations |
| 4. Ramonchito A. Soriano | Chief, Curriculum Implementation |

B. Secretariat. Manages documentation, maintains records, and ensures proper communication of quality-related information within the Schools Division of Tabuk City. Assists in organizing meetings, preparing reports, and coordinating internal audits to support the implementation and monitoring of the QMS. Ensures compliance with



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documentation control procedures, facilitates correspondence between departments, and helps track action plans for continuous improvement. The members of the Secretariat are:

1. Catherine Badong Administrative Officer IV (Personnel)
2. Lovelyn Mukay Administrative Officer IV (records)
3. Karen Mendoza Administrative Officer II (Payroll)
4. Mark Christian Buduan Administrative Aide VI
5. Clifford Rivera Administrative Aide VI

C. Risk Management Team. Identifies, assesses, and mitigates risks that may impact quality, compliance, and organizational performance. Develops risk management plans, implement preventive measures, and monitor risk-related activities to ensure continuous improvement and regulatory adherence. Conducts regular risk assessments, collaborates with various sections and units to address potential threats, and ensures that corrective actions are effectively implemented to maintain a stable and efficient QMS. The members of the Risk Management Team are:

1. Deewai Bagayao Senior Education Program Specialist (Research)
2. Kenneth Atiwag Senior Education Program Specialist (SMME)
3. Vincent Martinez Education Program Specialist II (SMME)
4. Daisy Bucao Project Development Officer (Youth Formation)
5. Allan Dumalsin Information Technology Officer

D. Training and Advocacy Team. Develops and implements training programs to ensure employees understand and adhere to quality standards and best practices. Conducts workshops, seminars, and awareness campaigns to promote a culture of quality and continuous improvement within the organization. Advocates for QMS policies, supports capacity-building initiatives, and ensures that all personnel are equipped with the necessary knowledge and skills to maintain compliance and enhance overall performance. The members of the Training and Advocacy Team are:

1. Harriet Buslig Senior Education Program Specialist (HRD)
2. Romeo Agagon Senior Education Program Specialist (Social Mobilization)
3. Frances Gacuya Education Program Specialist II (Social Mobilization)
4. Allan Galanza Project Development Officer I (Youth Formation)
5. Education Program Specialist II (HRD)

E. Knowledge Management Team. Collects, organizes, and disseminates critical information to support continuous learning and improvement. Ensures that best practices, lessons learned, and quality-related data are documented, accessible, and effectively utilized across the organization. Promotes knowledge sharing, facilitates training on quality standards, and helps maintain a culture of innovation and efficiency within the QMS framework. The members of the Knowledge Management Team are:

1. Emmanuel Ubuan Education Program Specialist
2. Federico Flores Education Program Specialist
3. Cresencia Na-oy Education Program Specialist
4. Henry Alunday Public Schools District Supervisor
5. Karen Tabanganay Public Schools District Supervisor

F. Internal Quality Audit. Evaluates and ensures compliance with established quality standards, policies, and procedures. Conducts regular audits, identifies non-conformities, and recommends corrective and preventive actions to improve processes and maintain efficiency. Provides objective assessments, reports findings to management, and supports continuous improvement initiatives to enhance overall organizational performance. The members of the Internal Quality Audit are:

1. Efren Danag Planning Officer III
2. Atty. Ringgo Sumedca Legal Officer
3. NAPSHII President
4. PESFA President
5. NEU President



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G. Quality Workplace Team. Ensures a safe, efficient, and organized work environment that supports quality standards and employee well-being. Implements workplace improvement initiatives, monitors compliance with safety and quality protocols, and promotes a culture of continuous improvement. Additionally, the team collaborates with various sections and units to address workplace concerns, enhance productivity, and maintain a high standard of operational excellence. The members of the Quality Workplace Team are:

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|-----------------------|---------------------------------------|
| 1. Dorothy Asingal | Administrative Officer V (Admin) |
| 2. Welda Buslig | Administrative Officer V (Budget) |
| 3. James Dayao | Administrative Officer IV (Supply) |
| 4. Engr. Paul Palliso | Engineer III |
| 5. Menchie Gamongan | Project Development Officer II (DRRM) |

3. Members of the QMS Teams mentioned in this issuance are required to accomplish the Professional Development Needs Survey on QMS through: <https://tinyurl.com/QMSinCAR> floated by the Regional Office before March 12, 2025.

4. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V

Schools Division Superintendent



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