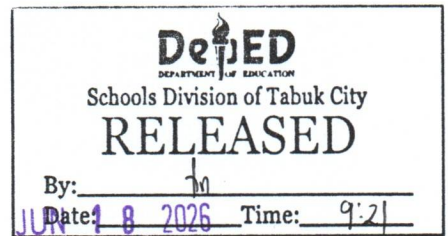




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 Schools Division of Tabuk City



Office of the Schools Division Superintendent

June 17, 2026

**DIVISION MEMORANDUM**

No. **266** Series 2026

**CONSTITUTION OF QUALITY MANAGEMENT TEAMS OF SDO TABUK CITY**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Public School Heads both Elementary and Secondary  
 All Teaching and Non-Teaching Personnel  
 All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2021, titled "Institutionalization of a Quality Management System (QMS) in the Department of Education," this Office hereby constitutes the QMS structure in accordance with Item VII of the said Order.
2. All personnel designated to the QMS teams are expected to adhere strictly to the prescribed processes and guidelines set forth therein.
3. The composition is as follows:

COMMITTEE	COMPOSITION
<p><b>Top Management</b></p>	<p><b>Christopher C. Benigno</b> PhD, EdD, CESO VI            OIC- Schools Division Superintendent</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Lead the establishment, implementation, and monitoring of the QMS at their level</li> <li>2. Establish, communicate, and embody the Quality Policy Statement.</li> <li>3. Ensure effectiveness of the QMS using risk-based thinking and risk management</li> <li>4. Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS</li> <li>5. Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders</li> <li>6. Determine and provide necessary resources needed to implement and sustain QMS implementation</li> <li>7. Lead and conduct the Management Review (MR) at least every quarter</li> </ol>

	8. Ensure that constitutional mandates, statutory, and regulatory requirements are met 9. Designate the Quality Management Representative (QMR)
<b>Quality Management Representative (QMR)</b>	<p><b>Lead:           Ginadine L. Balagso</b> Assistant Schools Division Superintendent</p> <p><b>Deputy:       Sally P. Feken</b> SGOD Chief Education Supervisor</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Communicate the importance of having a QMS within DepEd</li> <li>2. Oversee the implementation and take accountability for the effectiveness of the QMS</li> <li>3. Ensure the conformance of the QMS to the requirements of ISO 9001;</li> <li>4. Ensure the integrity and effectiveness of the QMS</li> <li>5. Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management</li> <li>6. Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management</li> <li>7. Ensure Integration of the QMS requirements into DepEd's business processes</li> <li>8. Promote continuous improvement of the QMS and processes of the agency</li> <li>9. Engage, direct, and support QMS Teams and members to contribute to the effectiveness of the QMS</li> <li>10. Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management</li> <li>11. Act as liaison of the Department with external parties on matters relating to QMS</li> </ol>
<b>QMS Secretariat</b>	<p><b>Lead :           Vincent B. Martinez</b> Program Specialist II</p> <p><b>Co-Lead:       Daisy M. Bucao</b> Project Development Officer I</p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1. <b>Welda Buslig</b> Budget Officer</li> <li>2. <b>Joshua Rebancos</b> Administrative Aide VI</li> <li>3. <b>Ruchelle T. Quimao</b> Administrative Aide VI</li> <li>4. <b>Shamgar Louie Candelario</b> Education Program Specialist II-HRD</li> </ol> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate effectively deployment and efficient use of human, financial, and other physical resources for the QMS</li> <li>2. Provide technical and administrative support to successfully implement the QMS</li> <li>3. Coordinate QMS -related activities in their respective offices</li> </ol>

	<p>4. Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS</p> <p>5. Facilitate the delivery of specific outputs in line with the QMS</p> <p>6. Assist the QMR in communicating with external parties on QMS-related matters</p> <p>7. Provide feedback and updates on QMS-related matters to the QMR</p>
<p><b>Risk Management Team (RMT)</b></p>	<p><b>Lead: Atty. Sandy Basungit</b> Legal Officer</p> <p><b>Co-Lead: Efren Danag</b> Planning Officer</p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1. <b>Emanuel Ubuan</b> Education Program Supervisor</li> <li>2. <b>Kristine Ambatang</b> Administrative Aide VI</li> <li>3. <b>Lacmie Baguiwen</b> Administrative Assistant III</li> <li>4. <b>Marriane Faye T. Bonilla</b> Administrative Assistant III</li> </ol> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM</li> <li>2. Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results</li> <li>3. Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office</li> <li>4. Provide feedback and update to the QMR on the status of Risk assessment and action plans</li> <li>5. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled</li> <li>6. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf</li> </ol>
<p><b>Knowledge Management Team (KMT)</b></p>	<p><b>Lead: Ramonchito A. Soriano</b> CID Chief Education Supervisor</p> <p><b>Co-Lead: Lovelyn Mukay</b> Administrative Officer IV - Records Officer</p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1. <b>Deewai B. Bagayao</b> Senior Education Program Supervisor</li> <li>2. <b>Marioneth Dooma</b> Education Program Supervisor</li> <li>3. <b>Dodie Duclan</b> Education Program Supervisor</li> <li>4. <b>Maria Medea C. Vallejo</b> PSDS</li> <li>5. <b>Nicasio Sumarita</b> EPS</li> </ol>

- 6. **Karen V. Mendoza**  
Administrative Officer II
- 7. **Maureen Martinez**  
Administrative Assistant III

**FUNCTIONS:**

- 1. Implement and refer to the latest version of the Document Management Procedure, Document Matrix, and Organizational Knowledge Matrix in the PAWIM
- 2. Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented
- 3. Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents
- 4. Oversee activities related to managing organizational knowledge and setting document management standards
- 5. Provide feedback to the QMR on the status of the control documents and records

**Internal  
Quality  
Audit Team  
(IQAT)**

**Lead:**

**Allan Dumalsin**  
ITO

**Co-Lead:**

**Kenneth Atiwag**  
Senior Education Program Specialist

**Members:**

- 1. **Catherine Badong**  
HRMO
- 2. **Joane Dichoson**  
Administrative Assistant III
- 3. **Jayjay Gaayon**  
Administrative Assistant II
- 4. **Deewai B. Bagayao**  
Senior Education Program Specialist

**FUNCTIONS:**

- 1. Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM
- 2. Undergo training on ISO 1900(Guidelines for Auditing Management System)
- 3. Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001
- 4. Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit
- 5. Keep track of the implementation of the corrective and preventive actions to address the opportunities for improvement, potential non-conformities, and non-conformities raised during the Internal Quality Audits
- 6. Provide the findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as an input to the Management Review


<b>Training and Advocacy Team (TAT)</b>	<p><b>Lead:</b> <b>Federico D. Flores</b> Education Program Supervisor</p> <p><b>Co-Lead:</b> <b>Shamgar N. Candelario</b> Education Program Specialist II</p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li><b>1. Nick Sumarita</b> Education Program Supervisor</li> <li><b>2. Romeo B. Agagon</b> Senior Education Program Specialist</li> <li><b>3. Maribel Bravo</b> Education Program Supervisor</li> <li><b>4. Cresencia Naoy</b> Education Program Supervisor</li> <li><b>5. Romel Alcanzarin</b> Education Program Supervisor</li> <li><b>6. Thelma Galicia</b> Education Program Supervisor</li> </ol> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy</li> <li>2. Capacitate employees on the development of their Operations Manuals and Planning Documents</li> <li>3. Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS</li> <li>4. Plan and coordinate effective deployment and efficient use of QMS training and materials</li> <li>5. Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement</li> <li>6. Provide feedback and updates to the QMR on the status of QMS- related training and awareness</li> </ol>
<b>QUALITY Workplace Team (QWT)</b>	<p><b>Lead:</b> <b>Dorothy Asingal</b> Administrative Officer V</p> <p><b>Co-Lead:</b> <b>James Dayao</b> Administrative Officer IV - Supply Officer</p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li><b>1. Paul N. Palliso</b> Engineer III</li> <li><b>2. Rodolfo D. Niones</b> Medical Officer III</li> </ol>

3. **Menchie P. Gamongan**  
Project Development Officer II
4. **Sixto Lang-ay**  
Accountant
5. **Virginia Baliling**  
Administrative Officer IV
6. **Delilah Lozano**  
Administrative Assistant III
7. **Marjuline Lawagan**  
Administrative Assistant III
8. **Allan Cubit**  
Technical Assistant

**FUNCTIONS:**

1. Ensure consistent implementation of Quality Workplace Standards
2. Collaborate with concerned office/personnel to ensure a conducive and safe work/school environment to improve productivity
3. Monitor and evaluate cleanliness, orderliness, and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately
4. Provide feedback and updates to the QMR on the status of workplace management

4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

  
CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent