Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

13 **Oct 2025**

DIVISION MEMORANDUM
No. 637, **s. 2025**

RECONSTITUTION OF SCHOOLS DIVISION OFFICE OF IMUS CITY (SDOIC) QUALITY MANAGEMENT SYSTEM (QMS) STRUCTURE

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public and Private Schools)
All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2021 (Institutionalization of A Quality Management System in the Department of Education) and relative to the recent changes in the appointment and designation of Schools Division Office of Imus City (SDOIC) personnel, this Office announces the reconstitution of the Schools Division Office of Imus City (SDOIC) Quality Management System (QMS) structure. Please refer to Enclosure No. 1 for details.

2. See Enclosure No. 2 for the Terms of Reference.

3. Immediate and widest dissemination of this Memorandum is earnestly desired.

Digitally signed by Mendoza Homer Napenas
Date: 2025.10.13 00:23:59 +08:00

HOMER N. MENDOZA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
ORGANIZATION

sgod/iham/ 10-01-2025

Enclosure No. 1 to Division Memorandum No. 637, *s. 2025*

RECONSTITUTION OF SCHOOLS DIVISION OFFICE OF IMUS CITY (SDOIC) QUALITY MANAGEMENT SYSTEM (QMS) STRUCTURE

TOP MANAGEMENT
HOMER N. MENDOZA OIC-Schools Division Superintendent
GLENDA DS, CATADMAN OIC-Assistant Schools Division Superintendent

QUALITY MANAGEMENT REPRESENTATIVE
Ivan Honorpette A. Mijares

QMS SECRETARIAT
Naamah C. Mambalos
Member
Joanne P. Genido

KNOWLEDGE MANAGEMENT TEAM (KMT)	
Marciano V. Valles	Lead
Riza C. Garcia	Assistant Lead
Rochelle S. Balete	Assistant Lead
Rosa Irma B. Geda	Secretariat
Reden M. Cruzado	Assistant Secretariat
Maria Luisa F. Candelaria	Member
Joseph R. Carreon	Member
Floridel Pesito	Member
Cristina Advincula	Member
Justin Faith I. Pinile	Member
Darlferhen M. Dancel	Member
Jenielyn A. Sadang	Member
Naamah C. Mambalos	Member
Girlie Ann S. Obias	Member
Jayner S. Obias	Member
Maybelle A. Almazan	Member
Rosemae F. Rosete	Member
June Bence A. Adelan	Member
Ronnie B. Yohan	Member
Carla Elizia A. Timbang	Member
Merzi S. Sayaman	Member
Shaina Montano	Member
Jamela Rose I. Pinile	Member
John Carl S. Madlangbayan	Member
Ma. Edna J. Adolfo	Member

Melissa P. Aquino	Member
Jenny Grace F. Dar	Member
Shielamy L. Monsalve	Member

RISK MANAGEMENT TEAM (RMT)	
June Bence L. Adelan	Lead
Girlie Anne S. Obias	Secretariat
Marciano V. Valles	Member
Ivan Honorpette A. Mijares	Member
Jona B. Ramos	Member
Precila E. Custodio	Member
Ronnie B. Yohan	Member
Rosa Irma B. Geda	Member
Josephus Perseus B. Banaag	Member
Marilyn O. Anglo	Member
Gian Paul G. Creencia	Member
Jay Darious M. Montealegre	Member

INTERNAL QUALITY AUDIT TEAM (IQAT)	
Marilou P. Bronzi	Lead
Marvin S. Valles	Secretariat
Josephus Perseus B. Banaag	Member
Jenielyn A. Sadang	Member
Naamah C. Mambalos	Member
Ronnie B. Yohan	Member
Ivan Honorpette A. Mijares	Member
June Bence L. Adelan	Member
Christian Gabriel C. Ynieto	Member
Jona B. Ramos	Member
Precila E. Custodio	Member
Shaina Montano	Member
Rochelle S. Balete	Member

TRAINING AND ADVOCACY TEAM (TAT)	
Darlferhen M. Dancel	Lead
Medel Carlos C. Zarsuelo Jr.	Secretariat
Leah J. Guillang	Member
Marilyn O. Anglo	Member
Marife R. Grossman	Member
Cristina Advincula	Member
Ruby B. Heramia	Member

QUALITY WORKPLACE TEAM (QWT)	
Josephus Perseus B. Banaag	Lead
Anthony D. Bungay	Secretariat
Jay Darious M. Montealegre	Member
Ronnie B. Yohan	Member

Gian Paul G. Creencia	Member
Ariel L. Dayrit	Member
Christian Gabriel C. Ynieto	Member
Winchell Y. De Vera	Member

Enclosure No. 2 to Division Memorandum No. 637, s. 2025

TERMS OF REFERENCE

A. Top Management

The Top Management shall have the following responsibilities:

i. Lead the establishment, implementation, and monitoring of the QMS at their level;
ii. Establish, communicate, and embody the Quality Policy Statement;
iii. Ensure effectiveness of the QMS using risk-based thinking and risk management;
iv. Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS;
v. Communicate the importance of fulfilling the needs and expectations of all clients and stakeholders;
vi. Determine and provide necessary resources needed to implement and sustain QMS implementation;
vii. Lead and conduct the Management Review (MR) at least every quarter;
viii. Ensure that constitutional mandates, statutory, and regulatory requirements are met; and
ix. Designate the Quality Management Representative (QMR).

B. Quality Management Representative (QMR)

The QMR shall have the following responsibilities:

i. Communicate the importance of having a QMS within DepEd;
ii. Oversee the implementation and take accountability for the effectiveness of the QMS;
iii. Ensure the conformance of the QMS to the requirements of ISO 9001;
iv. Ensure the integrity and effectiveness of the QMS;
v. Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management;
vi. Reports audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management;
vii. Ensure integration of the QMS requirements into DepEd's business processes;
viii. Promote continuous improvement of the QMS and processes of the agency;
ix. Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;
x. Oversee the operations of the QMS secretariat including each QMS Team and report to the Top Management; and
xi. Act as liaison of the Department with external parties on matters relating to QMS.

C. QMS Secretariat

The members of the QMS Secretariat shall coordinate with and report to the QMR. The QMS Secretariat shall have the following responsibilities:

i. Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;
ii. Provide technical and administrative support to successfully implement the QMS;
iii. Coordinate QMS-related activities in their respective offices;
iv. Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
v. Facilitate the delivery of specific outputs in line with the QMS;
vi. Assist the QMR in communicating with external parties on QMS-related matters; and
vii. Provide feedback and updates on QMS-related matters to the QMR.

D. QMS Teams

The composition of the QMS Teams is critical to ensure the operationalization of the QMS. Teams are expected to regularly communicate and collaborate within their respective offices/schools and across each governance level, as needed, to ensure seamless and effective implementation of the QMS. Below are the five (5) QMS Teams and their respective responsibilities:

a. Risk Management Team (RMT)

i. Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIM;
ii. Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction results;
iii. Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;
iv. Provide feedback and update to the QMR on the status of risk assessment and action plans;
v. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled; and
vi. Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRF.

b. Knowledge Management Team (KMT)

i. Implement and refer to the latest version of the Document Management Procedure, Document Matrix, and Organizational Knowledge Matrix in the PAWIM;
ii. Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented;

iii. Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;
iv. Oversee activities related to managing organizational knowledge and setting document management standards; and
v. Provide feedback to the QMR on the status of the control documents and records.

c. Internal Quality Audit Team (IQAT)

i. Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;
ii. Undergo training on ISO 19011 (Guidelines for Auditing Management System);
iii. Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001;
iv. Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;
v. 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; and
vi. 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.

d. Training and Advocacy Team (TAT)

i. Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;
ii. Capacitate employees on the development of their Operations Manuals and Planning Documents;
iii. Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;
iv. Plan and coordinate effective deployment and efficient use of QMS training and materials;
v. Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement; and
vi. Provide feedback and updates to the QMR on the status of QMS-related training and awareness.

e. Quality Workplace Team (QWT)

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