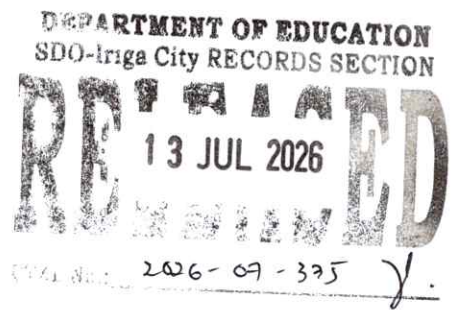




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Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA



Office of the Schools Division Superintendent

July 08, 2026

DIVISION MEMORANDUM

No. 335, s. 2026

**DESIGNATION OF QUALITY MANAGEMENT SYSTEM (QMS) PROCESS
REPRESENTATIVES**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
OIC Public Schools District Supervisor
Public Elementary and Secondary School Heads
SDO Functional and Section Heads
All Others Concerned

1. To strengthen the implementation and institutionalization of the Division's Quality Management System (QMS) pursuant to **DepEd Order No. 9, s. 2021**, titled **Institutionalization of a Quality Management System in the Department of Education**, the personnel listed in Enclosure No. 1 of this Memorandum are hereby designated as **Quality Management System (QMS) Process Representatives**.
2. The designated **QMS Process Representatives** shall:
 - serve as the focal persons for their respective assigned processes.
 - provide the necessary process information and technical inputs for the development, review, and updating of the Quality Control Plan (QCP), process flowcharts, procedures, work instructions, and forms/templates for inclusion in the **Operations Manual** and the **Procedures and Work Instructions Manual (PAWIM)**.
 - assist in the preparation, review and updating of **QMS Planning Documents** including SWOT analysis, Risk Registry, Opportunity Registry, OPCRf and the list of relevant interested parties as applicable.



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- submit the required process information and supporting documents to the QMS Writers and Editors within the prescribed timelines for documentation, consolidation, and final review of Operations Manual, PAWIM and QMS Planning Documents.
3. For information and strict compliance of all concerned.

MBL

MARIA-MAGNOLIA F. BRIOSO CESO VI
OIC-Schools Division Superintendent

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[Signature]

Encl.: As stated

References:

DepEd Order No. 9, s. 2021

Division Memorandum No. 532 s. 2025

Division Memorandum No. 284, s. 2026

QMS-SGOD/fff-sacs
07/08/2026



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Enclosure No. 1 to Division Memorandum No. 335, s. 2026

QMS PROCESS REPRESENTATIVES

MANAGEMENT Process	Sub-Processes	O S D S	C I D	S G O D	Process Representatives	
A. Plan Formulation	1) Strategic Planning		N/A		Leslyn O. Tubongbanua	
	2) Medium Term Planning					
	3) Operational Planning					
B. Policy Development	1) Policy Implementation					
	2) Policy Review					
C. Performance Monitoring & Evaluation	1) Management Meetings					
	2) Program/Project Implementation Review					
	3) Office and Staff Performance Monitoring and Appraisal					
	4) Education Statistics Monitoring					
	5) Monitoring of CCSS					
CORE Process						
A. Learning Delivery Management and Development	1. Instructional Supervision and Management	N / A	N / A		Ricky B. Sergio	
B. Learning Resource Management and Development	1. Development of Contextualized Learning Resources					Belen B. Pili
	2. Management of Quality Assurance of LRs/Contextualized LRs					
C. Education Assessment and Research	1. Design & Development of Assessment, Framework, Programs					Alfie T. Gascon / Jhomer I. Rosal
	2. Assessment Operation			N / A		Alfie T. Gascon
	3. Data Analysis & Interpretation					
	4. Development of Education Research, Framework, Design			N / A		Ma. Genoviva N. Quiaño
	5. Conduct of Research					
	6. Utilization of Research Data and Information					
D. Learning/Professional Development and Management for Teachers and School Leaders	1. Design & Development of Learning/PD Standards & Programs/Courses			N / A		Sharon C. Saldo
	2. Management of Learning/PD Programs					
	3. Quality Assurance of Learning/PD Programs					
	4. M&E of Learning/PD Programs					



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SUPPORT Process	Sub-Process	O S D S	C I D D	S G O D	Process Representatives
A. Asset Management	1. Acquisition of Tangible and Intangible Assets		N/A		Joy M. Ibias
	2. Assets Disposition				
	3. Asset Utilization and Inventory				
B. Data Information Management	1. Data Dissemination		N/A		Sharon C. Saldo
	2. Data Management				
	3. Management of Information System				
C. Disaster Risk Reduction and Management	1. Contingency Planning, Formulation & Enhancement				Lydia P. Ibasco
	2. DRRM Information System and Research				
	3. IEC and Advocacy for Resilience				
	4. Learning Continuity and Resilience Interventions				
	5. Monitoring & Evaluation of Comprehensive School Safety (CSS)				
	6. Partnership for Strengthening Resilience				
	7. Resilience Education				
D. External Partnership Management	1. Commemorative and Other Related Events Management				Ana Melba M. Bongon
	2. Partnership Development and Management				
E. Financial Management	1. Budget Accountability Reporting				Lourdes B. Azcarraga
	2. Budget Preparation and Approval				Maribel E. Pandes
	3. Budget Processing & Execution				
	4. Collection and Deposits				Salvacion E. Bermejo
	5. Control of accountable forms				
	6. Disbursement				Maribel E. Pandes
	7. Financial Accountability and Recording				
	8. Maintenance and Closure of Bank Accounts				Salvacion E. Bermejo
	9. Monitoring and Recording of Financial Transaction				
	10. Pre-audit and Disbursement				Maribel E. Pandes
	11. Preparation of ACIC/SLIAE				
	12. Provident Fund Management				Maria Lourdes B. Bayta Maribel E. Pandes
	13. System Improvement and Administrative Service (EFRs)				Salvacion E. Bermejo



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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

F. General Services Management	1. Clinic Management	N/A	Dr. Quennie Mae R. Salcedo
	2. Facilities Maintenance	N/A	Princess V. Bitao
	3. Housekeeping and Ground Maintenance		
	4. Security Services		
	5. Transportation Service and Vehicle Maintenance		
G. Human Resource Management and Development	1. Compensation and Benefits	N/A	Maria Lourdes B. Bayta
	2. Employee Relations		Maria Lourdes B. Bayta Sharon C. Saldo
	3. Employee's Welfare		
	4. Leave Management		Maria Lourdes B. Bayta
	5. Personnel Inventory		Sharon C. Saldo Maria Lourdes B. Bayta
	6. Personnel Performance Management		
	7. Personnel Records Management		Maria Lourdes B. Bayta
	8. Professional Development/Learning and Development		Sharon C. Saldo Maria Lourdes B. Bayta
	9. RSPI		Maria Lourdes B. Bayta Sharon C. Saldo
	10. Rewards and Recognition		
H. ICT Management	1. Management of ICT Solutions	N/A	Marshia N. Belen
	2. Management of Technology Infrastructure		
	3. User Support/Help Desk		
I. Infrastructure Management	1. Evaluation/assessment of construction, repair	N/A	Rudy L. Tuyay III
	2. Inspection/validation of accomplishment of BEFF projects		
	3. Management of construction, repair, rehabilitation and maintenance of education facilities		
J. Learner Support Management	1. Program Management	N/A	Shara B. Vargas Atty. Bea B. Correo
K. Legal Management	1. Assistance to the Office of the Solicitor General in pending cases involving DepEd		Atty. Bea B. Correo
	2. Development and Implementation of DepEd Child Protection Programs		Shara B. Vargas Atty. Bea B. Correo
	3. Evaluation, Investigation, Review and/or Resolution of Complaints/Cases of DepEd Officials		



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	4. Teaching, Nonteaching personnel				
	5. Legal Review of proposed DepEd policies/issuances, agreements, and other legal documents				
	6. Sites Titling and oversight of DepEd school sites				
L. Organizational Development	1. Organization Management	N/A			Arthur M. Ramboyong
M. Private Education Regulations and Development	1. Evaluation of application for the grant of permits				Jhomer I. Rosal
	2. Evaluation of applications of Special Orders (SO)				
	3. Endorsement of notice Voluntary Private Closure				
	4. Validation and Evaluation of Application of Tuition				
N. Procurement Management	1. Bidding Processes	N/A			Laila M. Trinidad
	2. Contract Implementation				
	3. Contract Monitoring				
	4. Procurement Planning				
O. Project Management	1. Coordination and Linkages	N/A			Ma. Genoviva N. Quiaño
	2. Project Implementation and Management				
P. Public Affairs Management	1. Information Management and Dissemination	N/A			Atty. Bea B. Correo
	2. Materials Production				
	3. Media Relations				
	4. Public Relations and Assistance				
	5. Publication of Issuances				
Q. Records Management	1. Access, disclosure and issuance of documents	N/A			Sheena A. Ampongan
	2. Handling of Incoming Documents				
	3. Handling of Outgoing Documents				
	4. Records Disposition				
	5. Records Inventory				
R. Research Management	1. Call for Proposal and Proposal Evaluation	N/A			Ma. Genoviva N. Quiaño
	2. Implementation and Monitoring				
	3. Dissemination of research results				
	4. Archiving				



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