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Kagawaran ng Edukasyon
REHIYON V (BIKOL)

CTRL NO. 2026-07-312

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Office of the Schools Division Superintendent

July 2, 2026

DIVISION MEMORANDUM

No. 312, s. 2026

CONDUCT OF REGULAR QUALITY MANAGEMENT SYSTEM (QMS) TEAM MEETINGS IN SUPPORT OF QMS IMPLEMENTATION

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
Quality Management Representatives (QMR)
All Members of the QMS Teams and Secretariat
All Others Concerned

1. In reference to the Division Memorandum No. 284 s. 2026 titled **Addendum/Corrigendum to Division Memorandum No. 532 s. 2025: (Establishment and Institutionalization of a Quality Management System (QMS) Certifiable to ISO 9001:2015 in the Schools Division Office of Iriga City)**, all concerned personnel are hereby informed of the conduct of **Regular Quality Management System (QMS) Teams Meetings** beginning **July 6, 2026**, in accordance with the schedule indicated below.

Frequency: Weekly

QMS Teams	Participants	Day	Time	Venue
Knowledge Management Team (KMT)	Shena A. Ampongan Belen B. Pili Noel C. Panga Anthony C. Vista Maribel E. Pandes	Thursday	3:00-5:00 PM	SDS Meeting Room
Internal Quality Audit Team (IQAT)	Cynthia T. Montañez Florencia C. Toralde Atty. Bea Anne P. Baroma-Correo Salvacion E. Bermejo Lourdes B. Azcarraga	Friday	1:00-3:00 PM	



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QMS Teams	Participants	Day	Time	Venue
Risk Management Team (RMT)	Jhomer I. Rosal Sahlee B. Cerillo Laraine O. Fenis Teresa Vissia F. Sunga Laila M. Trinidad	Monday	3:00-5:00 PM	SDS Meeting Room
Quality Workplace Team (QWT)	Arthur M. Ramboyong Randy A. Bona Teodoro R. Nacario Jr. Lydia P. Ibasco Shara Lyn R. Vargas	Wednesday	2:00-4:00 PM	
Training and Advocacy Team (TAT)	Ma. Genoviva N. Quiaño Alfie T. Gascon Ana Melba M. Bongon Maricel L. Intia Leo B. Sarmiento	Tuesday	1:00-3:00 PM	
QMS Secretariat	Sharon C. Saldo Elena M. Loquias Leslyn O. Tubongbanua Joel B. Moreno Ronna Mae T. Baal	Tuesday	10:00-12:00 PM	

QMS Teams Weekly Schedule:

QMS Teams	Monday	Tuesday	Wednesday	Thursday	Friday
KMT				3-5PM	
IQAT					1-3PM
RMT	3-5PM				
QWT			2-4PM		
TAT		1-3PM			
QMS Secretariat		10-12PM			

2. The QMS Team meetings aim to:

- ensure common understanding of the specific roles and tasks per QMS team member;
- review and validate the provisions of the QMS manual and Procedures and Work Instructions Manual (PAWIM);
- identify updates and improvement opportunities in existing documented information;
- develop QMS Planning Documents and Operations Manual required under DepEd Order No. 009, s. 2021;
- prepare for the Management Reviews and Internal Quality Audits;
- support the continuing implementation, institutionalization, and continual improvement of the Division's Quality Management System certifiable to ISO 9001:2015.



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3. Team leaders shall facilitate the discussions, ensure the attendance and active participation of all members, document agreements and action items, and submit the minutes of the meeting together with the agreed outputs and attendance to the Quality Management Representative (QMR) and copy furnished to the QMS Secretariat after each meeting.
4. The QMR shall report the QMS-related matters including the QMS Teams meeting outputs to the Top Management at the end of the month.
5. For information and strict compliance of all concerned.

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

References:

DepEd Order No. 9, s. 2021
Division Memorandum No. 532 s. 2025
Division Memorandum No. 284, s. 2026

QMS-SGOD/fff-sacs
07/02/2026



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