



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

27 Oct 2026

DIVISION MEMORANDUM
No. 412, s. 2026

**RECONSTITUTION OF THE QUALITY MANAGEMENT SYSTEM (QMS)
COMMITTEE AND QMS TEAMS**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit/Section Head
All Others Concerned

1. Pursuant to DepEd Memorandum No. 14, s. 2022 titled “The DepEd Quality Management System Manual, Procedures, and Work Instructions Manual” and DepEd Order no. 009, s. 2022, “Institutionalization of a Quality Management System in the Department of Education,” the Schools Division Office of Angeles City aims to continuously improve and streamline all internal systems and processes to strengthen the basic education service delivery and client satisfaction in all aspects of governance and operations.

2. The composition of the said committee shall be as follows:

Top Management	Ma. Irelyn P. Tamayo PhD, CESO V (Chairperson) Schools Division Superintendent
QMS Representatives	Rosalin S. Muli EdD, CESO VI (Vice-Chairperson) Assistant Schools Division Superintendent Amando C. Yutuc PhD, CESE CID Chief
QMS Secretariat	Amie Fe D. Feria Oliver M. Bugayong Rigie Anne S. Gozun
QMS Teams	
Knowledge Management Team (KMT)	Team Lead – Leonida K. Quinto Deputy – Maria Tara D. Clemente Members: Aveneir V. Mendoza Edna T. Canlas Noel S. Reganit Secretariat: Cindy S. Mejia
Internal Quality Audit Team (IQAT)	Team Lead – Edgar L. Manabat Deputy – Marilou Q. Castro Members – Jayson A. Torres Irene C. Lusung



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	Arfel Anne P. Cayetano Secretariat – Diana Ross M. Nunag
Risk Management Team (RMT)	Team Lead – Atty. Paul Nikon T. Alcayro Deputy – Percival Y. Capitulo Members – Adrian P. Tamayo Ed Lauren D. Guiang Armin M. Tayag Secretariat – Ariel C. Salunga
Quality Workplace Team (QWT)	Team Lead – Engr. Maria Cristina S. Sarmiento Deputy – Engr. Norma P. Cabigting Members – Charlon B. Omlang Clarisa A. Lagman Marjorie M. Guiao Secretariat – John Angel Q. Reyes
Training and Advocacy Team (TAT)	Team Lead – Ariel T. Perez Deputy – Arcely G. Garcia Members – Maria Esperanza S. Malang Caroline L. Montes Noli M. Manalo Secretariat – Rosalie G. Chin

3. Attached to this memorandum is the list of the duties and functions of the QMS Teams for reference. All concerned personnel are expected to review and fulfill their assigned responsibilities accordingly.
4. Immediate and wide dissemination of this memorandum is desired.

Digitally signed by
Ma. Irellyn P.
Tamayo
Date: 2026.10.27
12:41:30 +08'00'

MA. IRELYN P. TAMAYO PHD, CESO V
Schools Division Superintendent

Digitally initialed by
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DUTIES AND FUNCTIONS OF THE QMS COMMITTEE AND TEAMS

Top Management

- Lead the establishment, implementation, and monitoring of the QMS at the SDO.
- Ensure the quality objectives set are aligned with DepEd's strategic direction through the RPMS.
- Determine and provide the necessary resources needed to implement and sustain QMS implementation.
- Lead and conduct the Management Review (MR) at least every quarter.
- Ensure that constitutional mandates, statutory, and regulatory requirements are met.

Quality Management Representative

- Communicate the importance of the Quality Management System in the organization.
- Oversee the implementation and take accountability for the effectiveness of the QMS in the Division.
- Ensure the conformance of the QMS to the requirements of ISO.
- Ensure the integrity and effectiveness of the QMS.
- Ensure that the QPS and Division QMS targets and objectives are aligned with the context and strategic directions set by the Top Management.
- Report audit results, identified targets, opportunities for improvement, and other QMS-related matters to the Top Management.
- Ensure integration of the QMS requirements into the Division's processes.
- Promote continuous improvement of the QMS and processes of the agency.
- Engage, direct, and support QMS Teams and their members to contribute to the effectiveness of the QMS.
- Oversee the operations of the QMS Secretariat, including each QMS Team, and report to the Top Management.
- Coordinate QMS-related activities in the different offices.
- Collaborate with and guide the QMS Teams on their efforts for continuous improvement of the QMS.

QMS Secretariat

- Coordinate with and report to the QMR
- Coordinate effective deployment of and efficient use of human, financial, and other physical resources to the QMS.
- Facilitate the delivery of specific outputs in line with the QMS.
- Assist the QMR in communicating with external parties on QMS-related matters.
- Provide feedback and updates on QMS-related matters to the QMR.
- Manage the collection of relevant information, including reports submitted by the QMS Teams.

Knowledge Management Team (KMT)



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

Internal Quality Audit Team (IQAT)

- Determine conformance of the QMS with planned arrangements and the requirements of ISO 9001.
- Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit.
- 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 Audit.
- 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.

Risk Management Team (RMT)

- Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the Procedure and Work Instruction Manual (PAWIM)
- Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction Results.
- Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office.
- Provide feedback and update to the QMR on the status of risk assessment and action plans.
- Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as scheduled.
- Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.
- Provide feedback and update to the QMR on the status of risk assessment and action plans.
- Perform monitoring and oversight functions in ensuring the established action plans in the risk and opportunity registries are effective and implemented as scheduled.



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- Ensure documentation and clear implementation of quality objectives through the review of targets and indicators in the OPCRf.

Quality Workplace Team (QWT)

- Ensure consistent implementation of Quality Workplace Standards.
- Collaborate with concerned office/personnel to ensure a conducive and safe work/school environment to improve productivity.
- Monitor and evaluate cleanliness, orderliness, and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately.
- Provide feedback and updates to the QMR on the status of workplace management.
- Facilitate the implementation of:
 - Waste management
 - 5s of good housekeeping

Training and Advocacy Team (TAT)

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