



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



12 July 2021

**Regional Memorandum**

**CAPACITY BUILDING FOR NATIONAL QUALITY MANAGEMENT TEAM MEMBERS**

To **All Regional Office Personnel Concerned**

**EDNA FAURA-AGUSTIN**

Schools Division Superintendent  
Biñan City

**PILAR I. DE CASTRO**

Principal III, Biñan Elementary School

**JULIE ANN NATIVIDAD**

Principal III, Biñan Integrated National High School

1. In reference to DM-PHROD-2021-0538, this Office hereby announces the Conduct of the Capacity Building for National Quality Management Team Members in preparation for the ISO Certification of the Central Office, Region IVA, Schools Division Office of Biñan City, Biñan Elementary School and Biñan Integrated National High School for FY 2021 on the specified dates and time indicated in Annex B- Indicative Programs. Please refer to the attached DM for details.
2. The aims of these activities are the following:
  - a. capacitate and familiarize personnel with the processes and procedures of the Quality Management System (QMS);
  - b. promote ISO 9001:2015 awareness in DepEd; and
  - c. ensure continuity and sustainability of the QMS in the Department.
3. The list of participants per QMS core team is clearly stated in Annex A of the said DM. Moreover, all identified participants are requested to register thru **bit.ly/NQMTCapBuild** before the scheduled training.
4. The participants are expected to finish the 2-day course for them to receive a Certificate of Completion. If there should be instances that the identified participants need to log out early due to some emergencies such participant



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

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shall submit a written letter, bearing the reason for early log out and signed by the immediate superior, to the training secretariat.

5. If the identified attendee is unable to participate, the Head of Office shall designate a replacement to fill in the vacant slot. The training secretariat must be informed of the changes prior to the scheduled capacity building.
6. All the participants are expected to use functional gadgets during online training. More so, participants are expected to enter the meeting link 10 minutes before the start of the session and log out only after the end of the session.
7. For further inquiries, you may get in touch with Ms. Mary Lisette Villas or Ms. Krizia Rodriguez of BHROD-OED through email at [nqmssupport@deped.gov.ph](mailto:nqmssupport@deped.gov.ph) or to Engr. Edenia O. Libranda, Regional Office Quality Management Representative at [qad.calabarzon@deped.gov.ph](mailto:qad.calabarzon@deped.gov.ph) for assistance,
8. Dissemination of this memorandum is hereby enjoined.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 

QMS/ell





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## Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

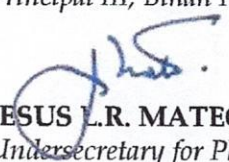
MEMORANDUM  
DM-PHROD-2021-0538

**TO:** **FRANCIS CESAR B. BRINGAS**  
*Regional Director, DepEd RO IV-A*

**EDNA FAURA-AGUSTIN**  
*Schools Division Superintendent, DepEd Division of Biñan City*

**PILAR I. DE CASTRO**  
*Principal III, Biñan Elementary School*

**JULIE ANN NATIVIDAD**  
*Principal III, Biñan Integrated National High School*

**FROM:**  **JESUS L.R. MATEO**  
*Undersecretary for Planning and Human Resource and Organizational Development*

**SUBJECT:** *Capacity Building for National Quality Management Team Members*

**DATE:** 05 July 2021

In line with DepEd Order No. 009, s. 2021, entitled *Institutionalization of a Quality Management System in the Department of Education* and OM-PHROD-2021-0311 entitled *Request for National Quality Management Team Members*, the Bureau of Human Resource and Organizational Development–Organization Effectiveness Division (BHRD-OED) will conduct capacity building activities for the National Quality Management Teams (NQMT) in preparation for the ISO Certification of the Central Office, Region IV- A, SDO Biñan, Biñan Elementary School and Biñan Integrated National High School this FY 2021.

The said activities aim to:

- capacitate and familiarize personnel with the processes and procedures of the Quality Management System (QMS);
- promote ISO 9001:2015 awareness in DepEd; and
- ensure continuity and sustainability of the QMS in the Department.

The capacity building activities to be conducted in three (3) clusters will be attended by the NQMT Members from the Central Office, Region IV- A, SDO Biñan, Biñan Elementary School, and Biñan Integrated National High School. The clusters will be as follows:



Activity	Cluster	Number of pax	Schedule
Capacity Building for: a. Risk Management Team (RMT) b. Internal Audit Team (IAT)	1	30 each team	July 13 - 14, 2021
	2	30 each team	July 19 and 21, 2021
	3	30 each team	July 27 - 28, 2021
Capacity Building for: c. Knowledge Management Team (KMT) d. Training and Advocacy Team (TAT)	1	30 each team	July 15 - 16, 2021
	2	30 each team	July 22 - 23, 2021
	3	30 each team	July 29 - 30, 2021

The following shall be observed for the training:

1. **Participants** - Each Office has identified staff/ personnel based on the representation to the QMS teams.

2. **Pre-Training Requirements** - Identified participants shall accomplish the online registration not later than five (5) working days before the training thru this link: [bit.ly/NQMTCapBuild](http://bit.ly/NQMTCapBuild). Below are the deadlines of the registration for each cluster:

A. Risk Management Team (RMT) and Internal Audit Team (IAT)

Cluster	Schedule	Deadline of Registration
1	July 13-14, 2021	July 6, 2021
2	July 19-21, 2021	July 12, 2021
3	July 27-28, 2021	July 19, 2021

B. Knowledge Management Team (KMT) and Training and Advocacy Team (TAT)

Cluster	Schedule	Deadline of Registration
1	July 15-16, 2021	July 8, 2021
2	July 22-23, 2021	July 15, 2021
3	July 29-30, 2021	July 22, 2021

3. **Training Requirements** - Participants are expected to finish the two-day course in order to receive a Certificate of Completion. Should there be instances where the participant needs to log out early due to emergency, urgent, or other important matters, participant shall submit a written letter bearing the reason for the early log out and signed by the immediate superior to the training secretariat.

Further, if the registered attendee is unable to attend the program, their Head of Office must designate someone else to fill-in the vacated slot. They must inform the training secretariat of the changes before the scheduled capacity building begins.

#### 4. Administrative and Logistical Requirements

- a **Electronic Devices** - Participants are expected to use laptop, tablet or phone as the training will be online.
- b **Log-in and log-out** - Participants are expected to enter the meeting link 10 minutes before the start of the session and log out only after the end of the session.

Attached for easy reference are the following documents:

- Annex A - List of QMS Teams and names of representatives
- Annex B - Indicative Program

For questions and clarifications, please contact Ms. Mary Lisette Villas or Ms. Krizia Rodriguez of BHROD-OED through email at [nqmssupport@deped.gov.ph](mailto:nqmssupport@deped.gov.ph).

Thank you.



ANNEX A

QUALITY MANAGEMENT SYSTEM (QMS) REPRESENTATIVES

Office	Name of Representative
RISK MANAGEMENT TEAM	
I. Region IV-A	
	Eduarda Zapanta
	Atty. Jocelyn Buclig
	Job Zape
	Ma. Joana Paula Dino
	Pacita Lungcay
	Robert Perez
	Donna Gel Rumabao
	Neal Protacio
	Adrian Bullo
	Anselmo Lajares
II. SDO Biñan	
	Bayani Enriquez
	Edward Manuel
	Charles Patio
	Leonora Oganía
	Angela Morando
	Romulo Casipit
	Darwin Malapaya
	Marilyn Macababbad
	Mark Angel Peña
	Mary Rose Magbujos
III. Biñan Elementary School	
	Remelita Tacujan
	Maria Theresa Layugan
	Jussel Gindap
	James Estiva
	Alman Beinn Tolentino
V. Biñan Integrated National High School	
	Eleonor Barbosa
	Elveno Precioso
	Donnabelle Mendoza
	Alma Gonzales
	Roselle Garcia



TRAINING and ADVOCACY TEAM	
<b><u>I. Region IV-A</u></b>	
	Luz Osmeña
	Nadina Gaton
	Elaine Baloagan
	Ariel Azuelo
	Lolet Furio
	Wilbert Ulpindo
	Eugenio Adrao
	Maricris Tadiaon
	Joseph Damian
	Allain Alvarez
<b><u>II. SDO Biñan</u></b>	
	Mary Ann Tatlongmaria
	Mary Joy Cabiles
	Joel Valenzuela
	Leilani Miranda
	Edralin Micua
	Ginalyn Garcia
	Clarita Rey
	Tito Pascual
	Ma. Irene Minardo
	Rodrigo Rodriguez
<b><u>III. Biñan Elementary School</u></b>	
	Ferdinand Gonzaga
	Arrah Daniza Casacop
	Michelle Galicia
	Lorina Jurada
	Helbert Bobier
<b><u>IV. Biñan Integrated National High School</u></b>	
	Divina Maming
	Anstherina Banzon
	Catherine Salazar
	Jacob Valdez
	Jayfre Galindo



KNOWLEDGE MANAGEMENT TEAM	
<b><u>I. Region IV-A</u></b>	
	Michael Girard Alba
	Viernalyn Nama
	Rey Valenzuela
	Ephraim Gibas
	Neil Evangelista
	Elena Lopez
	Glenda Dela Torre
	Erwin Ricablanca
	Jocelyn Martin
	Babeth Cruz
<b><u>II. SDO Biñan</u></b>	
	Eva Joyce Cabantog
	Editha Coloma
	Evelyn De Castro
	Lester Ramos
	Gerardson Ramos
	Maureen Jane Alangco
	Keziah Borja
	Alvin Magtulis
	Marvin Estino
	Cheryl Suazo
<b><u>III. Biñan Elementary School</u></b>	
	Ferdinand Gonzaga
	Arrah Daniza Casacop
	Michelle Galicia
	Lorina Jurada
	Helbert Bobier
<b><u>IV. Biñan Integrated National High School</u></b>	
	Divina Maming
	Anstherina Banzon
	Catherine Salazar
	Jacob Valdez
	Jayfre Galindo



QUALITY WORKPLACE TEAM	
<b><u>I. Region IV-A</u></b>	
	Gian Carlo Ventura
	Lilian Bubelis
	Marivic Labay
	Efren Claveles
	Lhovie Cauilan
	Viva Kristen Tirados
	Sheena May Rembulat
	Florence Santos
	Bella Banquil
	Ma. Milagros Ong
<b><u>II. SDO Biñan</u></b>	
	Ariel Cabantog
	Precious Joy Coronado
	Rowena Ramos
	Leonora Cruz
	Noel Velasco
	Sylvia Tanael
	Ernane Escuvania
	Camille Borromeo
	Michael Gravoso
	Gladies Montero
<b><u>III. Biñan Elementary School</u></b>	
	Jo Ann Bartolome
	April Remulacio
	Judith Nava
	Herschelle Maristanes
	Roselle Palacios
<b><u>IV. Biñan Integrated National High School</u></b>	
	Jonard Castillo
	Joan Durumpili
	Miriam Mercado
	Albert Escuvania
	Allen Cris Montillano