

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



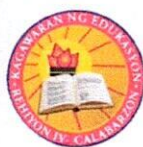
08 January 2024

Unnumbered Memorandum

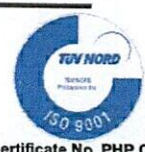
**DEVELOPMENT OF TAT ADVOCACY MATERIALS FOR NQMS
JOURNEY OF SDOs AND SCHOOLS**

To **Regional Office QMS Team Leads**
SDO Binan City QMS Team Leads
Binan Integrated High School QMS Team Leads
Binan Elementary School QMS Team Leads

1. With reference to DepEd Order No. 014, s. 2022, titled The DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM), this Office, through the Regional Quality Management System will develop Information, Education, and Communication (IEC) materials on the QMS Teams processes anchored on the IEC materials provided by the NWMS on February 7-9, 2024, and February 21-23, 2024, at NEAP Malvar, Batangas. This initiative is an integral part of the region's advocacy and technical assistance to the Schools Division Offices (SDOs) as they prepare for their SDO QMS certification.
2. The activity aims to the participants to:
 - a. revisit QMS Team processes in the PAWIM in preparation for script-writing;
 - b. draft scripts for the assigned QMS team process for critique;
 - c. video record the final script for submission and quality assurance.
3. The participants in this activity are the QMS team leads and their deputies/representative. Please refer to the attached enclosure for the List of Attendees. All participants are required to register online through this link <https://bit.ly/TAT-IEC-2024> on or before January 17, 2024.
4. The RO TAT will virtually convene the registered QMS teams on January 23, 2024, to provide instructions for the pre-work activities. The meeting link will be sent to the registered email address.
5. Expenses relative to the conduct of the activity such as food and accommodation of the participants and travel expenses of the regional office participants shall be charged against local funds while travel and other relevant expenses of the SDO and school participants shall be charged



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against their local funds subject to the usual accounting and auditing rules and regulations.

6. Should there be queries regarding the conduct of the activity, please email qms.calabarzon@deped.gov.ph attention Nadina Gaton.
7. Immediate dissemination of this memorandum is earnestly desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

06/ROH3-H2-Q1

Enclosure 1

**DEVELOPMENT OF TAT ADVOCACY MATERIALS FOR NQMS JOURNEY
OF SDOS AND SCHOOLS**

List of Attendees

Batch 1 February 7-9, 2024	
QMS Team	Number of Pax
RO, SDO Binan City, Binan Integrated High School and Binan Elementary School QMS Team Lead and Deputy Lead	2 pax per team per governance level
• QMS IQAT	8 pax
• QMS RMT	8 pax
• QMS QWT	8 pax
• QMS TAT	8 pax
PMT	3 pax
Total	35 pax
Batch 2 February 21-23, 2024	
RO, SDO Binan City, Binan Integrated High School and Binan Elementary School QMS Team Lead and Deputy Lead	2 pax per team per governance level
• QMR	8 pax
• QMR Secretariat	8 pax
• KMT	8 pax
PMT	6 pax
Total	30 pax