



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



19 January 2024

Regional Memorandum
No.48 s.2024

**SERIES OF ACTIVITIES RELATIVE TO THE PROVISION OF
TECHNICAL ASSISTANCE TO SCHOOLS DIVISION
OFFICES (SDOs) ON THE NATIONAL QUALITY
MANAGEMENT SYSTEM (QMS) JOURNEY**

**To: SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL OFFICE (RO) QMR/QMS TEAMS
SDO BIÑAN CITY QMR/QMS TEAMS
ALL OTHERS CONCERNED**

1. Pursuant to DM 14 s. 2022 entitled The DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM) which states that the Regional Office provides supervisions to all Schools Division Offices (SDOs) on the implementation of NQMS. This Office through the Quality Management Representative (QMR) announces the Series of Activities Relative to the Provisions of Technical Assistance to Schools Division Offices (SDOs) on NQMS Journey towards One DepEd One QMS Certification. See attached Enclosure 1 for the Indicative Scheduled Activities.
2. The series of activities aims the SDOs to:
 - a. prepare the QMS documentary requirements such as Operations Manual, Planning Documents, Forms, and Templates in conformance to ISO 9001: 2015;
 - b. evaluate the extent of readiness for QMS Certification; and
 - c. address the issues and concerns in the implementation of DM 14 s. 2022 or the QMS Manual and PAWIM.
3. SDO Biñan City QMR and QMS Teams together with the Regional Office QMR and QMS Teams shall be the composite Technical Assistance Providers to all SDOs. See attached enclosures namely: Enclosure 2 for the TA Team Provider Composition and its SDO Assignment, Enclosure 3, the Terms of Reference (TOR) of the TA providers (RO and SDO Binan City QMS Key Personnel) Team





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Certificate No. PHP QMS
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Lead and Deputy Team Lead, TA Grantees (SDO QMR and QMS Teams) and Enclosure 4, list of names of QMR per SDO.

4. For clear and smooth conduct of this series of activities, the Regional Office QMR and QMS Lead Secretariat shall coordinate with the Assigned SDO Quality Management Representatives (QMRs) for further details and information.
5. Expenses relative to this activity such as transportation and other incidental expenses shall be charged against local funds subject for COA rules and regulations. While meals shall be borne by the TA (SDO) beneficiaries on specified dates.
6. Please coordinate with the RO-Lead QMR Chief Luz E. Osmeña and QMS lead Secretariat EPS Elena L. Lopez for more inquiries and other details at 02-8682-2114 local 450 or email at oneqms.calabarzon@deped.gov.ph.
7. Immediate dissemination of this Memorandum is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

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Enclosure 1

SERIES OF ACTIVITIES RELATIVE TO THE PROVISION OF TECHNICAL ASSISTANCE TO SCHOOLS DIVISION OFFICES (SDOs) QUALITY MANAGEMENT SYSTEM (QMS) JOURNEY

INDICATIVE SCHEDULE OF ACTIVITIES (January- April 2024)

No.	ACTIVITY/IES	OBJECTIVES	PERSON-IN-CHARGE	TIMELINE	OUTPUT
1	Virtual Meeting of RO QMS Teams/ SDO Binan City QMS Teams in the Preparation for SDO QMS TA Provision	<ul style="list-style-type: none"> To discuss and prepare for the QMS TA to be provided to 22 SDOs and come up with/prepare the following: <ul style="list-style-type: none"> Composition of TA Teams SDO Assignment of TA Teams Preparation of documents such as Readiness Assessment Tool/ TA Plan Template/TA Agreement 	<ul style="list-style-type: none"> RO QMR/QMS Secretariat RO QMS Team Leads/Deputy Leads SDO Binan City QMR/QMS Team Leads 	3rd Week of January 2024	<ul style="list-style-type: none"> Minutes of the Meeting Final Readiness Assessment Tool TA Plan TA Agreement
2	Virtual Consultation Meeting/TA Needs Assessment with SDO QMR and QMS Team Leads	<ul style="list-style-type: none"> To conduct TA needs assessment to 22 SDOs on the specific QMS areas that need to be prioritized in providing TA. To check on the status of the OM and planning documents. 	<ul style="list-style-type: none"> 5 TA Provider Composite Team 22 SDOs QMR/QMS Team Leads 	4th Week of January 2024	<ul style="list-style-type: none"> Minutes of the Meeting TA Needs Assessment Results
3	Development of Technical Assistance (TA) Plan on the Readiness Assessment (Documentary Requirements Evaluation) via Online/MS Teams	<ul style="list-style-type: none"> To prepare TA plan utilizing the Readiness Assessment Tool used by CO to RO. 	<ul style="list-style-type: none"> 5 TA Provider Composite Team 	4th Week of January 2024	<ul style="list-style-type: none"> TA plan per SDO

4	<ul style="list-style-type: none"> • Readiness Assessment and Provision of Technical Assistance per SDO • Signing of Technical Assistance (TA) Agreement on the QMS Readiness Assessment with TA Provider and SDO QMR/QMS Teams 	<ul style="list-style-type: none"> • To conduct readiness assessment on all required documents and provide technical assistance • To finalize the TA agreement and have it signed by the SDO representatives and TA Provider 	<ul style="list-style-type: none"> • 5 TA Provider Composite Team • 22 SDOs QMR/QMS Team Leads 	1st to 4th Week of February and March 2024	<ul style="list-style-type: none"> • Readiness Assessment Results • Signed TA Agreement
5	Submission of Actions Taken based on the TA Agreement	<ul style="list-style-type: none"> • To consolidate the submission of actions taken based on the TA agreement. • To ensure that the status of actions is monitored. 	<ul style="list-style-type: none"> • 5 TA Provider Composite Team • 22 SDOs QMR/QMS Team Leads 	4th Week of March 2024	<ul style="list-style-type: none"> • Consolidated Report on the Actions Taken per SDO
6	Follow-up Technical Assistance (if needed)	<ul style="list-style-type: none"> • To conduct follow up TA or “Mock Process Review” of the documents such as OMs and Planning Documents 	<ul style="list-style-type: none"> • 5 TA Provider Composite Team • 22 SDOs QMR/QMS Team Leads 	4th Week of April 2024	<ul style="list-style-type: none"> • Follow Up TA Report/”Mock Process Review ” Report
7	Celebrate Success: SDO QMS Journey Towards the One DepEd One QMS Certification	<ul style="list-style-type: none"> • To recognize the efforts of the SDO Top Management/QMR/QMS Teams on the preparation for One DepEd One QMS Certification 	<ul style="list-style-type: none"> • RO/SDO Binan Top Management • 22 SDOs Top Management • 5 TA Provider Composite Teams • 22 SDOs QMR/QMS Team Leads 	2nd Week of May 2024	<ul style="list-style-type: none"> • Certificates • Final Report on the QMS Preparation of the 22 SDOs

Enclosure 2

SERIES OF ACTIVITIES RELATIVE TO THE PROVISION OF TECHNICAL ASSISTANCE TO SCHOOLS DIVISION OFFICES (SDOs) QUALITY MANAGEMENT SYSTEM (QMS) JOURNEY

TA TEAM PROVIDER COMPOSITION AND SDO ASSIGNMENT

No.	TA Teams (RO/SDO Binan City)	SDO Assignment	Inclusive Date/s (Onsite Visit)
1	Secretariat- Elena Lopez Maureen Jane Alangco KMT Babeth Cruz QWT Gian Carlo Ventura RMT Eduarda Zapanta TAT Liezel Selda IQAT Nancy Dizon Gertrude A. Anunciacion	Cavite Province Dasmariñas City Bacoor City Imus City Cavite City Gen. Trias City	
2	Secretariat- Evan Lynn Masing KMT Michael Girard Alba QWT Ariel Cabantog RMT Bryan Pobe Bayani V. Enriquez TAT Rey Valenzuela IQAT Buenalyn Manuel	Batangas Province Tanauan City Lipa City Batangas City Sto. Tomas City	
3	Secretariat- Glenda De La Torre Janine Jamena KMT Eugene Adrao QWT Precious Joy Coronado RMT Ariel Azuelo Edward Manuel TAT Nadina Gaton Donna Jane Alfonso IQAT Elinor Garcia Isidra Galman	Laguna Province Calamba City Sta. Rosa City San Pedro City San Pablo City Cabuyao City	
4	Secretariat Joan Dino KMT Edith Coloma Jessica Joy Alpe QWT RMT Adrian Bullo TAT Jonalyn Pattalitan Mary Joy Cabiles IQAT Andrea Maybel Abrencillo	Rizal Province Antipolo City Quezon Province Lucena City Tayabas City	

*QMR Lead/s (RO/SDO Binan) may choose any of the cluster.

Enclosure 3

**SERIES OF ACTIVITIES RELATIVE TO THE PROVISION OF TECHNICAL
ASSISTANCE TO SCHOOLS DIVISION OFFICES (SDOs) QUALITY
MANAGEMENT SYSTEM (QMS) JOURNEY**

TERMS OF REFERENCE (TOR) OF QMS TA TEAM PROVIDER

DESIGNATION	TERMS OF REFERENCE
TEAM LEAD	<ul style="list-style-type: none"> • Convene the team and initiate the TA needs assessment for the assigned SDOs. • Lead in preparing the QMS TA plan and coordinate such to SDO TA grantees. • Lead in finalizing the TA plan, TA agreement and TA results. • Coordinate with the TA Grantees (SDO QMR) on the details of the TA schedule and other relevant matters. • Monitors the status of the actions taken as per TA plan and agreement. • Communicate with the SDOs the actions taken as indicated in the TA agreement.
DEPUTY TEAM LEAD	<ul style="list-style-type: none"> • Assist the team lead in the conduct of TA to the assigned SDOs. • Lead the team in the absence of the team leader. • Assist the team lead in monitoring the status of the actions taken indicated in the TA agreement. • Assist the team leader in preparing the TA needs assessment report, TA plan and TA agreement. • Perform other related tasks as assigned by the Team Lead.
MEMBERS	<ul style="list-style-type: none"> • Participate actively in all meetings, FGD and relevant engagements pertaining to QMS TA provisions. • Assist the team lead and deputy team lead in the conduct of TA provisions. • Assist in the preparation of the documents relative to the TA provisions such as Needs Assessment, TA plan and TA agreement. • Perform other related tasks as assigned by the Team Lead and Deputy Team Lead.
TA GRANTEES (SDO QMR)	<ul style="list-style-type: none"> • Coordinate with the TA Team Lead Provider as to schedule of the TA provisions and any other related concerns. • Participate actively during the conduct of the TA provisions. • Ensure that the details of the TA agreement shall be followed and actions must be taken.

Enclosure 4

**SERIES OF ACTIVITIES RELATIVE TO THE PROVISION OF TECHNICAL
ASSISTANCE TO SCHOOLS DIVISION OFFICES (SDOs) QUALITY
MANAGEMENT SYSTEM (QMS) JOURNEY**

LIST OF SDO QUALITY MANAGEMENT REPRESENTATIVE (QMR)

No.	SDO	QUALITY MANAGEMENT REPRESENTATIVE
1	Antipolo City	Alfonso Abogado
2	Bacoor City	Cesar Mojica
3	Batangas City	Marieta Perez
4	Batangas Province	Mario Maramot
5	Cabuyao City	Jose Charlie S. Aloquin
6	Calamba City	Atty. Jonas Manalo
7	Cavite City	Annaliza Fernandez
8	Cavite Province	Diana Topacio
9	Dasmaringas City	John Nepomuceno
10	Imus City	Ivan Mijares
11	Gen. Trias City	Rogin Contemprato
12	Laguna Province	Orlando Valverde
13	Lipa City	Lorna Medrano
14	Lucena City	Pascual Larosa Jr.
15	Quezon Province	Juanito Merle
16	Rizal Province	Marlon Marquez
17	San Pablo City	Vincent Emmanuel Ilagan
18	San Pedro City	Atty. Sheila Laude
19	Sta. Rosa City	Jessie James E. Kingat
20	Sto. Tomas City	Edralin M. Micua
21	Tanauan City	Edgar Marshal Brinas
22	Tayabas City	Edwin Rodriguez