

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

May 2, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public. (Visit depedcalabarzon.ph)

ADVISORY ON THE SCHEDULE OF ONSITE SDO TECHNICAL ASSISTANCE PROVISION QUALITY MANAGEMENT SYSTEM (QMS)

In reference with RM 48 s. 2024 entitled Series of Activities Relative to the Provision of Technical Assistance to Schools Division Offices (SDOs) on the National Quality Management System (QMS) Journey, this Office through the Quality Management Representative announces the specific date/s of the onsite TA and the assigned TA team of the following SDOs. Please see the details below:

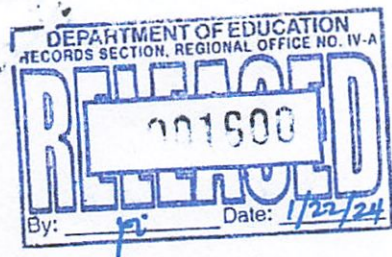
| No. | TA Teams (RO/SDO Binan City) | SDO Assignment | Inclusive Date/s (Onsite Visit) |
|-----|---|----------------|------------------------------------|
| 1 | Secretariat- Evan Lynn Masing KMT Michael Girard Alba QWT Ariel Cabantog RMT Bryan Pobe/Bayani B. Enriquez TAT Rey Valenzuela IQAT Buenalyn Manuel | Lipa City | May 13, 2024 |
| | | Batangas City | May 6, 2024 |



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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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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

ROQ2

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 Dasmaringas 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 Eliano 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 |