



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

April 6, 2021

DIVISION MEMORANDUM

No. 125 , s. 2021

RETOOLING OF QUALITY MANAGEMENT SYSTEM (QMS) TEAMS

To: Assistant Schools Division Superintendent
 SDO Unit Heads
 All Others Concerned

1. Please be informed of the conduct of "Online Retooling of Quality Management System (QMS) Teams" as preparation for the upcoming second (2nd) Surveillance Audit of the SDO- Science City of Muñoz Quality Management System (QMS).
2. As part of the retooling program, an "Online Technical Assistance" of DepEd RO3 Field Technical Assistance Division (FTAD), Head of Internal Quality Audit (IQA) and Control of Documents and Records (CDR) shall be held on April 7, 2021 at exactly 8:30 in the morning via MS Teams.
3. The objectives of the said activity are the following:
 - a. Revisit the QMS standards;
 - b. Capacitate the members of the IQA Team in conducting internal quality audit; and
 - c. Capacitate the document control custodians in controlling documented information and quality records.
4. Enclosed is the list of participants and the activity program.
5. Immediate and wide dissemination of this Memorandum is enjoined.

DEP - ED
 SCIENCE CITY OF MUÑOZ

RELEASED

APR 06 2021

By: _____ *DM*

DANTE G. PARUNGAO, CESO VI
 Officer – In - Charge
 Office of the Schools Division Superintendent

wwp/cid2021



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 DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Enclosure 1 to the Division Memorandum No. 24, s. 2021

LIST OF PARTICIPANTS

IQA TEAM	
WINNIE W. POLI	LAMBERTO P. CORPUZ
NELIE D. SACMAN, PhD /	CHARMAINE ELJIE R. RAYOS, RN
MERCEDITA D. SALDERO	JOEL G. DIZON
AUGUSTO A. MATEO	EVANGELINE BAUTISTA, RN
RODOLFO A. DIZON, PhD	SYDORE I. ARIMBUYUTAN, RN
MELODY E. GALINGAN	Engr. ALVIN D. TANGONAN
EMALYN R. MAGLANOC	EMILY I. FERNANDEZ, PhD
CYRIL S. TALUSAN	EMMANUEL D. ALVAREZ
MARIANNE C. CORONEL, MD	PEPITO D. DE GUZMAN
JAYSON V. FLORES, DMD	MICHELLE T. JAYME
ROWENA D. ORDONEZ	AILEEN G. MACTAL
MELANIE AQUINO	

DCC	
SHIRLEY PASCUAL	PRINCESS MEA P. MADAYAG
KIMBERLY JOAN S. NUQUE	MA. MERCEDES MANABAT
ALVIN RAMIREZ	JESSICA SAPITAN
DORY NELL G. REYES	AARON SOBREVILLA
ROSAN E ARISTON	DIVINE VILORIA
ROCEL C. DE GUZMAN	JENNIELLE ANNE NARCA
JOY KARREN DUMALE	



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Enclosure 2 to the Division Memorandum No. 125, s. 2021

MATRIX OF ACTIVITIES

I. Opening Program: 8:30 am

Makabayan Song	-----	AVP
Prayer	-----	Augusto A. Mateo EPS-Filipino
Online House Rules	-----	Melody E. Galingan EPS - ALS
Roll Call	-----	Mercedita D. Saldero EPS-EsP
Welcome Remarks	-----	Zurex T. Bacay, PhD Asst. Schools Division Superintendent
Statement of Purpose	-----	Larry B. Espiritu, PhD Chief ES, CID
Message	-----	DANTE G. PARUNGAO, CESO VI Officer-In-Charge Office of the Schools Division Superintendent

II. Online Technical Assistance

Topic	Responsible Persons
Revisiting the QMS Standards	Wendell C. Cabrera (9:15-9:45)
Conduct of IQA	Angelica M. Burayag (9:45- 10:45)
Control of Documents	Olivia Sibug (10:45-11:45)

WINNIE W. POLI
EPS-Math

NELIE D. SACMAN, PhD
EPS-AP

FACILITATORS



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