



DM-2020-01-09  
DEPED MALAYBALAY CITY DIVISION  
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DATE: JAN 08 2020 TIME: 8:45  
BY: [Signature]

Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

**DIVISION MEMORANDUM**

No. 09 s. 2020

**TO:** **Brayan B. Garces**  
**Louella Christie S. Toylo**  
**Edgar B. Blasé**  
*SDS Office*

**Sunny Ray F. Amit**  
**Leizel Jane L. Padrones**  
*ASDS Office*

**Jutchel L. Nayra**  
**Anil U. Quindala**  
*Administrative Service*

**Jerson A. Dayoc**  
*General Services*

**Rufelia J. Limbengco**  
**Sunshine C. Gamboa**  
**Maria Liezl G. Quieta**  
*Cash Unit*

**Guia Ma. G. Villahermosa**  
**Jocardo B. Desalan**  
**Ariel D. Garcia**  
**Evelyn Joy V. Don**  
**Cheryl Jane C. Peñalosa**  
**Aprille Mae H. Bandong**  
**Ruel T. Brigole**  
**Bonna B. Lingcasan**  
*Personnel Unit*

**Florabelle R. Porras**  
**Julius Florente L. Astudillo**  
*Records Unit*

**Darvy C. Daguimol**  
**Gilbert Jade D. Ahictin**  
**Jona A. Borres**  
**Michael Angelo D. Deslate**  
*Property Unit*

**Atty. Wincerbogne L. Pesisano**  
*Legal Services*

**Rhysa Cyle C. Rosalejos**  
**Janice M. Bautista**  
**Joseph L. Garcia**  
**Roxel M. Gimarangan**  
**Clementina O. Madronero**  
**Cherry Faye T. Peligrino**  
**Nelly L. Salga**  
**Jonnie Von B. Tandayag**  
**Janine M. Nericoa**  
**Jessa Mae M. Gordo**  
*Accounting Section*

**Lorenzo O. Capacio**  
**Edelina M. Eborá**  
**Mary Gladys J. Dublas**  
**Marsfifth M. Mamawag**  
**Rio G. Arbutante**  
**Vicente G. Sanmiguel**  
**Novem A. Sescon**  
**Woodrow Wilson B. Merida**  
**Ria K. Alcuizar**  
**Leslie T. Fontanilla**  
**Marcos Julita K. Fulgencio**  
**Jennifer T. Lincuna**  
**Mary Larcy B. Pojas**  
**Alma B. Molina**  
**Marie Cris V. Obeñita**  
**Nancy L. Dequito**  
**Hazel M. Rusiana**  
**Keziah Fatima M. Un Jimdandy S. Lucine**  
**Paterno T. Padua, Jr.**  
**Lucilyn M. Cahucom**  
*SGOD*

**Sibyl L. Maputi**  
**Sheella Novie A. Canson**  
**Mayela Lou O. Adajar**  
*Budget Section*

**Ralph T. Quirog**  
**Faith Amorelle P. Go**  
**Rosie A. Salupado**  
**Jasmin J. Adriatico**  
**Imelda S. Bentillo**  
**Lou Ann J. Cultura**  
**Luis S. Alajar, Jr.**  
**Virgilyn R. Pizarro**  
**Analy L. Ocier**  
**Maria Concepcion S. Reyes**  
**Rachel R. Valde**  
**Jovy G. Molina**  
**Noel A. Tane Nery**  
**Ferdinand V. Mortera**  
**Aba Q. Allaba**  
**Bonifacio M. Palo, Jr.**  
**Manny B. Pimentel**  
**Jesus V. Muring**  
**Coslita K. Muring**  
**Romil T. Jabonero**  
**Liza G. Balintongog**  
**Gretchen V. Catane**  
**Ethyl Jane B. Ligando**  
**Purissima J. Yap**  
**Manuel D. Dinlayan III**  
**Emelyn D. Razo**  
*CID*

**Paul John P. Arias**  
*ICT Services*

**Don A. Deximo**  
**Pamela L. Astudillo**  
**John F. Daguinotas**  
*Procurement Unit*



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FROM: VICTORIA V. GAZO, Ph.D., CESO V  
Schools Division Superintendent

DATE: January 7, 2020

SUBJECT: PARTICIPATION TO THE QMS AWARENESS: AN ORIENTATION-  
WORKSHOP

1. Consistent to Executive Order No. 605 s. 2007 which states that *"All departments in the Executive Branch are directed to establish a Quality Management System (QMS) certified to the ISO 9001 Standard"*; Memorandum Circular No. 2018-1 dated August 17, 2018 issued by the Government Quality Management Committee (GQMC) re: Guidelines on the Validation of the ISO 9001:2015 Quality Management System (QMS) Certification, and Ease of Doing Business and Efficient Government Service Delivery Act of 2018, this Office hereby directs you to attend the QMS Awareness: An Orientation-Workshop on January 23, 2020 at a venue to be announced later.

2. This activity aims to:

- Orient participants on the basic concepts, principles and guidelines on the QMS;
- Conduct workshop for the compliance of the requirements, such as:
  - SWOT Analysis
  - Interested Parties Matrix
  - Risk Assessment Matrix (RAM)
  - Objectives, Target, Program (OTP)
  - Draft procedures
- Discuss other related matters

3. For efficiency purposes, each office/section/unit is required to bring their initially accomplished SWOT Analysis, Interested Parties Matrix, Risk Assessment Matrix, Objectives, Target, Program (OTP), and Procedures. Please bring laptop and extension wires for the workshop.

4. For compliance.

Copy furnished:

Records Unit

AO File

TO BE POSTED IN THE DIVISION WEBSITE



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**PROGRAM**  
January 23, 2020  
Venue: TBA

<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
7:30AM – 8:00AM	Arrival and Registration of Attendance	Anil U. Quindala <i>AA VI / Registration</i>
8:00AM – 8:30AM	Preliminaries: Prayer  National Anthem  Welcome and Statement of Purpose	Don A. Deximo <i>ADAS III</i>  Lou Ann J. Cultura <i>EPS</i>  Ralph T. Quirog <i>Chief ES, CID</i>
8:30AM-10:30AM	Session 1: Orientation of the QMS	Dr. Victoria V. Gazo <i>SDS</i>
10:30AM-12:00N	Session 2: QMS Workshop	Participants
12:00Noon-1:00PM	Lunch Break	
1:00PM-4:30PM	Continuation	Participants
4:30PM-5:00PM	Next Steps  Giving of Certificates  Closing Message	Dr. Victoria V. Gazo <i>SDS</i>  Florabelle R. Porras <i>AO IV / Secretariat</i>  Sunny Ray F. Amit <i>ASDS</i>

**Program Officers:** Don A. Deximo  
Louella Christie S. Toylo